

# Director's Report to the Board of Trustees

## March, 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.**

- We will be reviewing the Trustee Essentials (3-6) and Library Policies (I-VI)
- The 2017 Fiscal Brochure to the municipalities is complete and has been emailed to the Trustees for perusal. I've made the necessary corrections and resent.
- The staff and I have been keeping track of our daily duties. I will compile and have for the Trustees as soon as it's complete.
- I attended the Village of Suring Board meeting on Tuesday, March 13<sup>th</sup>. I reported on what has been and is going to happen at the library regarding programming. I also talked about what the staff and I do on a daily basis on top of programming. The board was very impressed with my report and hadn't realized how much we do on a regular basis. I received very positive feedback. I will be attending the Town of How meeting on April 10<sup>th</sup>, and the Town of Breed Annual Meeting on April 17<sup>th</sup>.
- On May 24, I will be attending the Oconto County Board Meeting where I will be giving a library report. The date was changed due to another library report being booked in March as well.
- In September of this year, the annual ARSL Conference will be held in Springfield, IL. ARSL (Association for Rural and Small Libraries) is a network of persons throughout the country dedicated to the positive growth and development of libraries. They believe in the value of rural and small libraries and strive to create resources and services that address national, state and local priorities for libraries that are situated in rural communities. I have talked with the other Oconto County Library Directors and some of them are planning on going to the conference. We are talking about riding together to save on costs. I will keep the board posted.

**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 Friday, March 30<sup>th</sup>, I will be going to the Nursing Home in Suring and bringing library books in for the residents to check out. Each time that I go, I will have new materials for the residents to look through and check out.
- On Thursday, March 29<sup>th</sup>, the library will be showing the movie "The Star" at 1 PM (there is no school that day).
- Our second Knit and Hook event was great fun. There were 6 people this time. I am tentatively planning another Knit and Hook for Thursday, April 29<sup>th</sup> at 5 PM.
- A Paint and Sip event is being planned for May. There will be more information as we get closer to May.
- National Library Week is April 8<sup>th</sup>-14<sup>th</sup>. The Oconto County Libraries are working together to create a county wide Amnesty Week during this time. We would waive overdue fines up to a certain dollar amount (perhaps one food item brought in will equal one dollar off of the fine). We are still working out the details.
- Last Thursday, March 22, we had a "Home Décor and More" event. This was something new that we tried. We painted and stenciled "Home Is Where Your Heart Is" on 16x20 wood pallets. I will try another one of these events this summer.

- At the March 8th Young at Heart Book Club, we discussed the Book “Wonder”. After the Book Club, we watched the movie “Wonder”. There were 10 people there. What an amazing movie! I would recommend reading the book. It was phenomenal.
- The staff and I have started working on Sponsor letters for the 2018 Summer Library Program. We will have them sent out at the beginning of April.

- **ADMINISTRATIVE SERVICES**

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

- At the last Friends meeting (March 12), the Friends and I discussed a fundraiser of selling candy bars. One of the Friends received funds from Thrivent and that money will be used to purchase the candy bars to sell. The money made from the sales will be used for Summer Library Program materials.
    - Don't forget the Friends Annual Rummage Sale, April 19<sup>th</sup> – 21<sup>st</sup>. Items can be dropped at the library or Erika Firgens' home. Phone numbers and information are located on the Library website.

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

- I would like to have a long range planning meeting. I will be talking to the committee.

- **COLLECTION MANAGEMENT**

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

- Always a work in progress. We continue to add to the collection.

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

- We're done weeding for a while.

- **FACILITIES MANAGEMENT**

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

- The toilets in the handicap accessible stalls of the bathrooms are being ordered today (Thursday, 3/22). I have talked with Jeff Tienor (public works director) and he will do the installation.

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

- Our new public computer has arrived to Nicolet Federated Library System. John has been working on it to get it ready for installation. He will bring it to the library and hook it up within the next couple of weeks.
    - Laurie and I check the people counter on a daily basis to make sure it is working.

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