

December, 2023/January, 2024 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.

- There was a staff in-service on Wednesday, January 17. We went through updates to Carl, our online circulation system, started going over the by-laws, policies, SRP brainstorming, as well as Learning Center storeroom reorganizing. It was a very productive day.
- Forward Services, Shawano, and their Wisconsin Works program contacted the library to have one of their clients come in and help with day to day duties at the library. Wisconsin Works (W2 Program) helps parents support their family while they prepare for work or apply for Social Security. One-on-one case management, job skills training, connection to employment opportunities, and supportive services available. Mary Jane comes in Monday, Tuesday and Thursday for 2-1/2 hours. It is going well.
- We also have a young man that comes in every Wednesday morning to help at the library as he works toward a Boy Scout badge.
- I will be serving as a mentor to Wabeno Public Library Director, Jasmine Hansen. The WVLS (Wisconsin Valley Library System) Mentorship program pairs people for 2 years. Mentors check in with their mentee every other month, as well as visit the mentee at the library within the first three months. Mentors will receive a \$125 stipend per in person meeting (up to 3 visits with a minimum of 6 hours) and mileage reimbursement for the traveling party will be provided. Library systems have been crossing over with other Library systems to offer these programs.
- The girls always keep track of number of patrons each day. There were roughly 8,500 patrons that came into the library in 2023. This averages out to a little over 700 per month. Our circulation numbers went up 13% from 2022 to 2023.

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

December 2023 was a busy month for programming:

- The Suring Library/Village Hall Holiday Vendor and Craft event took place Friday and Saturday, December 1st & 2nd. There were 15 Vendors between the 2 days and there was a large turnout.
- The Suring Library/Village Hall also had their Gingerbread Contest. There were 27 entries for kids and 6 for adults. One of our board members received 1st place for the adults. Congratulations Bette Elbe!
- Santa came to the Learning Center on Saturday, December 9th from 10 AM – 1 PM. We put together 75 Take and Make Crafts. The event was well attended.
- December Maker Monday had everyone decorating Christmas cookies. And eating them!
- Samantha had a Noon Year's Eve Party December 29th for the kids. There was a balloon drop at noon (everyone counted down from 10), the kids made party hats and noise makers, Minute to Win It Game and treats. There were 15 in attendance.

- The Grinch visited Storytime and the children are still recovering. He was kind of green and scary to them. One child eventually warmed up to him.
- We showed the movie “Shrek the Halls” during Christmas break. Good turnout.

January, 2024:

- Showing movie “The Bad Guys” Monday, 1/22/24 at 1 PM.
- Movie “Love Again” was shown Thursday, 1/4/24 at 4 PM. There were 7 in attendance.
- Maker Monday was 1/8/24. We learned about Chinese New Year. Since this is the Year of the Dragon, everyone colored Chinese Dragons with crepe paper streamer beards.
- Book Clubs are still going strong.
- Samantha goes to St. John’s School each week to do Story Time outreach. The kids love it when she reads stories to them. Story time here is going well with Sam preparing a craft each week for the kids.
- We have started Hook and Knit up again the 1st and 3rd Wednesday of the month.

- **ADMINISTRATIVE SERVICES**

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

- The Friends of the Library once again had their “Light the Library” fundraiser.
 - The library had an appreciation dinner for the Friends of the Library on January 8th with the meeting after. The dinner was not well attended but fun was still had by all. There was election of new officers. The Friends are looking for a President of the group and possibly a secretary. They were able to fill the Treasurer position.
 - The Friends’ latest Silent Auction made well over \$200.00. There is another Silent Auction going on right now.
 - There are tentative dates for Friends fundraisers for 2024.

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

- Always a work in progress.

- **COLLECTION MANAGEMENT**

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

- I have now ordered Wonderbooks for our Child Fiction collection. They are circulating well.
 - Staff and I will have to take a hard look at our DVD collection. The series’ we have in our collection are what circulate the most. We may scale back quite a bit when it comes to singular movies as they don’t circulate too often.

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

- Weeding will be starting up again soon. Laurie, Tina and Sam do the weeding.

- **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.

- The new storage shelving for the store room in the Learning Center is now in place. Staff and myself rearranged the room to make room for the shelving and have started storing the book sale books in that room from now on. We need the shelf space in the library store room that was used to store the books on. Also having the books stored in the Learning Center is much closer when the time comes to set up for the book sale.

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