

February, 2022 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.

- I have hired Katie Clark to work at the Suring Library. She started the last week in January and is currently working between 5-10 hours a week. Katie and her husband run the programs at the Y Camp on Chute Pond.
- In talking with John Kronenburg (IT guy from NFLS), regarding the number of public computers we have and how they are almost never used at one time. The next time we would be up to order new computers, I told John that I don't feel it is necessary anymore to have 5 public computers as there are more people that bring in their own devices to use and don't need to use the public computers.
- Heather from Oconto County Health Dept. contacted me regarding partnering with the library to have us hand out N95 masks. We have started distributing them and almost out so will be getting more.

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

- I have been in contact with Jill Cholewa from UW-Extension regarding programming. The Aging Mastery Program that was to take place in January was postponed.
- Storytime started back up Tuesday, February 1st in the Learning Center. Katie Clark has taken over as the head of the group. There was a great turnout and everyone was excited to start back up again.
- Hook and Knit sessions are going well. We have 3-4 people that usually show up. Hook and Knit takes place the 1st and 3rd Wednesday's of the month.
- Maker Mondays started back up in January. They take place the 2nd Monday of the month at 2pm in the learning center. Adults do crafting during this time. The February craft is a Valentine themed wreath.
- We now have Valentine Take and Make crafts for kids to pick up.
- Santa's visit took place December 11th in the Learning Center. There were reindeer ornament Take and Make crafts for the kids to make. We gave out 60 crafts.
- The Gingerbread House contest in December was a huge success. There were 32 entries and everyone was a winner!

- **ADMINISTRATIVE SERVICES**

To nurture the Friends of the Library organization.

- The friends have silent auction items in the glass cases in the foyer. It is open for bidding.
- The Friends again had their paper light fundraiser in December. They made \$97.00.

- The 2022 Calendar of Events for the Friends is as follows: Wine and Chocolate, April 22 (tentative); Rummage Sale, May 12-14 & 19-21; Pie and Ice Cream Social, July 17; Book Sale, September 1-3; Labor Day Raffle Drawing.

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

- Questions are being compiled for the library survey and the Long Range Planning Committee will be having a meeting to fine tune the survey and go over the questions.

• COLLECTION MANAGEMENT

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

- I have ordered more Wonderbooks (Children's Audiobook) to add to our collection, as well as Playaway audiobooks.

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

- No weeding has been done yet this year. We will work on it later in the y

• 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 Village has hired a new custodian. Her name is Samantha Payne and she has been doing a fantastic job.

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