

## *July, 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 will be attending the Town of Maple Valley meeting in August.
- I have submitted the grant application for the NFLS Innovation and Improvement Grant. We have received the mobile hotspots and Laurie, Tina and I will be going through online training for them. Once the training is done we will process them for circulation.
- At our AAC (Administrative Advisory Committee) meeting on July 15, we voted on implementing a library app called Capira. The Capira app is made especially for consortia. Patrons can cancel and suspend holds in the app. There is an option to renew library cards that OWLS would have to investigate. There would be one app for all InfoSoup, with sub apps that can be customized for each library. Appleton is using Capira, so they can be included in our list of libraries and Capira will direct patrons to Appleton's app within our app. The entire process of implementing and installing will take between 13-20 weeks, which would put go-live between mid-November and early January.

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

- Children's Summer Reading Program is going very well. There are over 30 kids registered. We've received \$515 in monetary donations and items for the kids' treasure chest. The Adult Program also began on June 14<sup>th</sup>. The adults will read a book, rate it and will be entered into regular drawings throughout the program. There are 26 adults registered.
- Kingdom Animalia Exotic Kingdom took place Tuesday, 7/19/22 at 10 AM and there were over 70 people in attendance; David Stokes was on Wednesday, 7/20/22 at 2 PM; Randy Peterson will be next Wednesday, 7/27/22 at 2 PM. These events are free and open to the public and take place at Veteran's Memorial Park in Suring.
- Maker Monday will take place August 8<sup>th</sup> in the Learning Center.
- I have talked to Pam Nelson in regard to doing a program on essential oils. She will look at what she will need for supplies and how much to charge to cover the cost of those supplies.
- National Night Out will be Tuesday, August 2<sup>nd</sup> from 6 – 8 PM at Veteran's Memorial Park. The library will have a table set up with a craft, we will hand out books and information on the library.

- **ADMINISTRATIVE SERVICES**

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

- The friends had their Annual Pie and Ice Cream Social on July 17<sup>th</sup> down at Riverside Park. There was a great turnout. The Friends made over \$1,300 which gets split with the Historical Society as they supplied the brats and burgers.
- Donated books will be sorted in preparation for the little libraries.
- There are more baskets being donated for the Labor Day Raffle at Memorial Park.

- The Friends are paying for the 3 entertainers that we're having for the Summer Reading Program.
  - The next Friends meeting will be August 1<sup>st</sup> at 5 PM.
- **To create and implement a long-term plan for the Suring Area Public Library.**
    - There will be a Long Range Planning meeting on Tuesday, July 26<sup>th</sup> at 3 PM. We will be discussing our Strategic Plan as well as how we will reach the public with advertising in regards to our Library Survey.

- **COLLECTION MANAGEMENT**

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

- In July, the library received and processed over 75 donated books. They were in excellent condition.

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

- Laurie and Tina have finished weeding. Those items that have been 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.**

- I am compiling a list of painters to contact. I will be asking them to come in and give me a quote for any repairs and painting the inside of the library.
- Our board book cases came in that were purchased through a grant through Nicolet Federated Library System. The only thing that we are waiting on are 2 chairs for our Young Adult area that have ports in them to plug in their electronic devices.

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