

July, 2023 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'll be giving my Director Report to the Town of Mountain in August.
- The library is adding jigsaw puzzles and Pickleball equipment to its collection.
- Infosoup Road Trip was a huge success for all those libraries that were involved. We are hoping to do it again next year but for a longer period of time.
- We now have the Infosoup app that you can install on your phone. Now you can manage your account, search the catalog and renew and reserve items from your phone.
- The library will be adding someone new through a program called SER-SCSEP. SER-SCSEP is a community service and work-based training program for older workers. Authorized by the Older Americans Act, the program provides subsidized, service-based training for low-income (not more than 125% of the established federal poverty guidelines) persons at least 55 years of age who are unemployed and have poor employment prospects. Participants in the SER SCSEP come from all walks of life, have diverse work experiences, and possess various levels of education. We don't have a start date yet but our new person will be shelving, helping with programming, answering phone, etc.
- Samantha is going to be attending a mini conference in Marshfield (School and Public Libraries: What You Need to Know) on August 1st and 2nd. She is also working on the Friends' new tri-fold informational brochure and is going to be updating our Facebook page.
- Per board approval, the library would like to stop charging for replacement library cards.

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

- The 3 entertainers we had at Veteran's Park for the Summer Reading Program were a huge success. We had Magician Jeff McMillan and Science and Magic Guy Jim Lenz in June and Dinosaur Dimensions in July.
- Bug Tussel will be holding its last of 3 classes on Wednesday, August 2 at 9 AM and is about Password Protection. I have also signed the library up for 3 more classes to take place in September, October and November. They will be held on the first Thursday of each month at 1 PM.
- We still have WI State Park passes available. This program runs through the end of the year. Patrons can receive a FREE WI State Park Pass that is good for a day.
- The Summer Library Program is coming along nicely. There are 67 kids registered and 36 Adults registered for the Adult Program. The kids program ends August 18th and the Adult Program ends after Labor Day. There will be prizes awarded for both programs.
- National Night Out is Tuesday, August 1st, from 6 – 8 PM at Memorial Park. The library will have a craft table set up.

- **ADMINISTRATIVE SERVICES**

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

- The Friends had their Annual Pie and Ice Cream Social on July 16. Great turnout and they made \$850.00. The Annual Book Sale will be on Labor Day Weekend.

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

- There was a recap on the 5-year plan. There are 4 plans that Trustees were asked to sign up for and provide action on.

- **COLLECTION MANAGEMENT**

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

- I've been putting a lot of focus on adding to our Large Print collection.

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

- Weeding is done and we have a lot of items for this years' book sale.

- **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.**

- Kim has been putting a lot of things on the sign which has been a big help to me.
 - The Village and Library have hired new custodians. They work 3 days a week, shampoo carpets and wash windows once a year.

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