May, 2026 Director's Report to 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.

  - On Thursday, June 11th, we will be having a "Trustee Training 101" gathering in the Learning Center, beginning at 5:30 PM. There will be someone from Nicolet Library System as well as Outagamie-Waupaca Library System answering any questions trustees may have and presenting trustees with the latest news/information.

  - We will be reviewing Trustee Essentials 10, 11, 12 and Policies X, XI, XII.

  - Each year I apply for the Innovation and Improvement Grant through Nicolet Library System. It's a grant that Nicolet provides to any the libraries in the system if they want to apply for something that is within the grant guidelines. The last couple of years, I have been doing research on a soundproof booth to put in the library. We have people that work for the county come in to meet with clients and it would be nice for them to be able to meet in a small space that has privacy. This year, I'm thinking of applying for $10,000 for the I & I Grant. I would have to submit a proposal ahead of time, as it is over $5,000, but I was told to apply for that amount. All they can do is offer less or say no.

  - I attended the Annual Wisconsin Association of Public Libraries Conference at Elkhart Lake Monday – Wednesday (4/27-4/29). The conference consists of keynote speakers and breakout sessions. Some of the sessions I attended: Organize and Prioritize; Managing Change:Transform at the Right Speed; Simplifying to Prevent Burnout; What Do You Think:Empowering Your Team to Think and Act; Open Books, Open Worlds:Building Bridges Through a Sister Library Partnership.

  - Our new circulation system will start to be installed August 19th. This process will take 5 days which means all libraries in the system will be closed August 19 – 23 (Wed. – Sunday). There will be no resources available for patrons or staff to use during this time. The staff and myself plan to come in and do some purging and cleaning during this time.

- **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 2026 SRP begins Tuesday, June 8th in the Learning Center at 9:30AM. The theme is "Unearth a Story" and we have some great things planned. June 16th will be Madison Circus Entertainment, "Circus Spark: A Library Show", 3 PM; July 7th will be Jim Lenz Magic, 10 AM; July 21st will be Stuart Stotts/Author, Storyteller, Educator and Songwriter, 2 PM; August 7th will be Dino Dimensions at 2 PM and the SRP closing event on August 11th will be a Dino Dig at 10 AM. All of these events will be held at Veteran's Park in Suring and are FREE of charge. . There will also be arts and crafts as well as stories to read to the kids throughout the summer.

  - National Library Week 2026 ran from April 19–25, 2026, with the theme "Find Your Joy". This was an annual, nationwide celebration, sponsored by the American Library Association (ALA). We had a Scavenger Hunt, 50% off fines, "OOPS" cards to pay on fines and a gift card prize drawing at the end of the event.

  - Through the County, the Library is having a Foot Clinic the first Thursday of the month from 8 am – 3 PM in the Learning Center. This is done by appointment.

- Oconto County Public Health has received a grant to establish an Air Quality Flag Program throughout the county. The goal of the Air Quality Flag Program is to keep Oconto County residents aware of the county's air quality and the health impacts of air pollution. This program relies on 5 physical flags that will represent the air quality within the county. The library will be taking part in this program. We have not yet received instructions or flags.

- Chad Lewis presented "Paranormal WI" on 5/14/26 in the Learning Center. We had 22 in attendance.

- **ADMINISTRATIVE SERVICES**
  To be a liaison between the Friends of the Library organization and the Library.

  - The Friends will be having a food pantry in the foyer this summer instead of silent auctions.

  - The Friends have changed their event name "Chocolate and Cheer" to "Love Our Library" The event was held Thursday, April 23rd at Randy's Place Bar and Grill. There was a short meeting, along with snacks and conversation. The Friends of the Library were also able to recruit a couple of new members. Everyone had a good time.

  - The Friends of the Library had their Annual Rummage Sale. There were a lot of items and the Friends made over $8,900, which was the second largest amount ever. A huge thank you goes out to the Friends, all of the amazing Volunteers and Lee Lake Disposal for supplying the dumpsters.

  - The Friends next event is their Annual Bridge Social on Sunday, July 26th from 9 AM – 2 PM. There will be brats, hamburgers (supplied by the Suring Area Historical Society), Pie, Ice Cream and more.

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

  - As per the library's Long Range Plan, we are reviewing and updating Library Policies as needed. We will also add any new policies. Library staff continue to keep up to date on inclusive services (adding books to our collection, programming, etc.).

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

  - We've added more jigsaw puzzles to our collection for checking out.

  - I've started sending in information to create records for some of our Phonics kits that we have put together. Phonics kits can now be processed and put out for circulation. I have been working on this and it is a process.

  - The library has received approximately 20 boxes of books from the family of an area woman who recently passed away. We are keeping a majority for our collection and the rest will go into our book sale on Labor Day Weekend.

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

  - We've started weeding of our collection. Items that are weeded will be put in our book sale that takes place 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.

  - The Village and Library have hired a company to clean the library. They are very reasonably priced and have other businesses they clean for which include the Oconto Falls Library. They will start the beginning of June. Our high school students that have been cleaning have become too busy with sports during the school year and other jobs in the summer.

  - I have also requested quotes from 2 different businesses to clean all of the windows inside and out. I have received a quote from only one of the businesses so far. The other business I have yet to receive a quote from (it's been a couple of weeks). We have also asked our cleaning business what they would charge and should receive a quote within the next couple of weeks.