

# *November, 2021 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.**

- November 16 – 19 was the annual Wisconsin Library Association conference. Some of the sessions I attended were: Designing the Post-Pandemic Library, Parts 1 & 2; Rethinking Library Services and Design in a Post-COVID World; What's Next? Planning for the Future of Your Library and Your Post-Library Life; Laying New Tracks in a Post-COVID Library; Providing Great Customer Service (During a Pandemic), plus Keynote speakers.

**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 will take place January 25 through February 24. It will be on Tuesday and Thursday mornings for 90 minutes.
- After school programming has started. Kids come over 3 days a week from 4:15-4:45pm. Three separate age groups: K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, and 4<sup>th</sup>-5<sup>th</sup>. No more than 10 kids per group. We go over the library rules and I usually read 1-2 books to the kids. It seems to be working out well.
- Hook and Knit sessions have started back up. They take place on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month at 2pm in the library by the fireplace. Anyone can come with their project they're working on (knitting, crocheting, needlepoint, etc.). This is an opportunity for people to talk and share their craft.
- I will be starting up our Maker Mondays in December. It will take place the 2<sup>nd</sup> Monday of the month at 2pm in the learning center. Adults will do crafting during this time.
- There will be a Holiday Vendor Open House 12/3/21, 9-3 and 12/4, 9-2 in the Learning Center. There will be lots of Cash and Carry, Color Street, Pomifera, Stampin' Up, Thirty-one, Epicure, Origami Owl, Doterra, Norwex, Mountain Roots Essentials, and many handmade items. This event is sponsored by the Library and Village Hall.
- We now have Halloween and Christmas Take and Make crafts that the kids can pick up in the foyer.
- Santa's visit will take place the December 11<sup>th</sup> at Riverside Park. The library will have reindeer ornament Take and Make crafts for the kids to make and put on a tree at Riverside Park.
- The Village of Suring and Library will be having its 1<sup>st</sup> Annual Gingerbread House Contest. Registration deadline is December 3<sup>rd</sup> at 4pm. Completed Houses are due December 10<sup>th</sup> at 4pm and will be put on display in the glass cases in the foyer. They can be dropped off at the Village Hall or the library. The public will cast their vote the week of December 13<sup>th</sup> – 17<sup>th</sup>. Instructions and registration forms available at the library.

- **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 are again selling paper lights at the library for \$1.00 each. There will be lights to honor a loved one, in memory of a loved one, and in honor of police officers. We will string the lights up in the library. Lights are available to purchase at the library or at area businesses.
- At the November Friends meeting a tentative schedule of events for 2022 was discussed. There will be the rummage sale, ice cream social, book sale, quilt and basket raffle and wine and chocolate event will take place again. The library also sells candy bars.

**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.**

- We've been focusing on ordering new Christmas materials for the children's section this year.
- I'm ordering more materials to add to our Genealogy section.
- I have ordered Launchpads for our library. Launchpads are tablets with pre-loaded content for kids, teens, and even adults. They are designed with a simple, easy-to-use interface, and 100% secure. Launchpads require no download time and there is no need for Wi-Fi. They are easy to circulate as they come with their own case.

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

- We have just received the 5 year weeding list. It is a short list.

• **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 is in the process of looking for a custodial person to take over once Anita is done in December. Kim has talked to one agency this week and is waiting to hear back from another agency to set up an appointment.