

November, 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.

- All 7 Townships have been visited for 2023. I will continue to keep them apprised of any changes and events going on at the library.
- I attended the Annual Wisconsin Library Association Conference in Madison October 24 – 27. Some of the breakout sessions were:

“Respond, Don’t React” – There are easy techniques that can allow us to pause and use our higher brain power in making a more thought-out response.

“There’s Never Enough Time! Time Management Tips for Small Libraries – While at the circ desk, we can work on building community connections, make a to do list and prioritize, use a daily planner to keep track of things.

“The Civility Project by WLA” – We can, as libraries, get along with others while still standing our ground, we can’t back down from hatred, talk more and argue less, let our patron’s know that we will work with them and continue to maintain open communications.

“Storywalk Adventures: Connecting Libraries to Your Communities” – This was a look at the behind-the-scenes work it takes to make a Storywalk possible. There is fabrication, implementation, and marketing. There are also strategies involved to form partnerships within the community, reduce cost barriers, and receive free resources to get started on our own Community Storywalk.

- We will be having a staff in-service in December. It will be the middle of the month. Staff and I will set up a date tomorrow afternoon.

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 library showed “Free Birds” on Monday, November 20th, at 1PM. There were 11 in attendance. Today I showed “National Lampoon’s Christmas Vacation” to the New View group at 1PM with a coloring activity to follow. There were 11 in attendance.
- The Suring Library/Village Hall Holiday Vendor and Craft event takes place this Friday (9AM – 5PM) and Saturday (9AM – Noon). There will be 15 Vendors between the 2 days so come on down for some Holiday Cheer.
- The Suring Library/Village Hall is also having their Gingerbread Contest. Registration forms are due by December 1 and houses are due by December 8.
- Santa will be coming to the Learning Center on Saturday, December 9th from 10 AM – 1 PM.
- Maker Monday on November 13th was well attended (14 attendees). We made a turkey craft from clay flowerpots.
- Samantha will be having a Noon Year’s Eve Party in December for the kids. There will be a balloon drop, party hats and treats.

- **ADMINISTRATIVE SERVICES**

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

- The Friends of the Library are once again having their “Light the Library” fundraiser. There will be paper lights to purchase for \$1.00 each. The paper lights will be strung up in the library.
 - The Friends have given us funds to purchase snacks for Storytime and any other snacks or crafts that we may need to purchase.
 - The Friends’ latest Silent Auction made \$232.00.

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

- Always a work in progress.

- **COLLECTION MANAGEMENT**

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

- I’ll be working on ordering more Graphic Novels for all age groups. Large Print for kids has also become very popular.
 - Staff and I will have to take a hard look at our DVD collection. The series we have in our collection are what circulate the most. We may scale back quite a bit when it comes to singular movies as they don’t circulate too often.

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

- Weeding is complete until next year, although we will pull an item here and there if need be before then.

- **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 have ordered new storage shelving for the store room in the Learning Center. Staff and myself will be rearranging the room to make room for the shelving as we want to store the book sale books in that room from now on. We need the shelf space in the library store room that was used to store the books on. Also having the books stored in the Learning Center is much closer when the time comes to set up for the book sale.

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