

## ***January, 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.**

- Staff and I have started putting together a wish list of things for the library.
- Our food giveaway in December was a huge success. Almost everything went and anything left over was taken to school for their backpack program.
- The Trustees will start reviewing, in February, our library policies and Trustee Essentials as we haven't done this in a while.
- Every year, I apply, through Nicolet, for 2 small grants: Youth Services Support Grant (\$375) and Library Services Grant (\$508). This year, we will receive \$942 for the YSS Grant and \$1,015 for the LS Grant. That is an increase of \$1,074. The funds from these grants cover costs of our Summer Library Program.
- I'll be renewing my Library Director Certification in February, for another 5 years. It is now free of charge.
- **OWLSnet Substitute Library Assistant Program**  
This program is designed to aid member libraries by providing Substitute Library Assistants when needed. Any OWLSnet library is eligible to request a Substitute Library Assistant to cover short-term vacancies that include vacation, illness, conference or meeting attendance, or similar needs for brief coverage. Substitute Library Assistants will be employees of the Outagamie Waupaca Library System (OWLS) and available on an on-call basis.
- All libraries in the consortium are getting a new circulation system this year. We will start training in August. This system is supposed to be much easier to navigate.
- The Annual DPI Report for Public Libraries is now open and ready to complete. The deadline for completion is March 1<sup>st</sup> so the report will be approved at the February Library Board Meeting.

- **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 started booking entertainers for our 2026 Summer Library Program. There are 4 booked at this time: Jim Lenz (Science & Magic), Stuart Stotts (Music & Storytelling), Dino Dimensions (Animatronic Dinosaurs), Madison Circus Entertainment (Juggling, Hoops, Balancing Acts and more).
- Chad Lewis will be coming to the library on February 19<sup>th</sup> to give a presentation on Circus Legends and Lore at 6:30 PM. With a fascinating history of numerous circuses getting their start in WI, this program focuses on the legends and folklore that goes along with the Greatest Show on Earth. From phantom elephants to circus superstitions, this program will make all your days circus days.
- Our Maker Monday group came to the library on Wednesday, 1/14/26 at 10:30 AM. They made Valentine Cards to hand out to Veterans.

- We still have Storytime every Tuesday morning at 9:30 am for newborn to Pre-k, Knit and Hook the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month, Adult Game Day on the 2<sup>nd</sup> Tuesday of the month at 1 PM, and our Book Clubs. You can check out our website for more information.
- The library is having a card making craft on Saturday, February 21<sup>st</sup>, starting at 10 am. More information to follow.
- We are in the process of creating a “Mindful Monday”. This would be a gathering for adults and we would focus on ourselves. We are thinking of a project like creating our own journals, coloring, whatever we can do to de-stress.
- Join us at the library for “National Library Lover’s Month” in February. We are having a NLLM Bucket List that anyone can complete and be entered in a drawing at the end of February. Complete a set number of tasks on the bucket list and you could win a prize!
- The library did a Valentine’s for Veterans card craft. Our Storytime kids and Maker Wednesday adults made Valentine Cards to be handed out to Veterans. People also came into the library to make a card to add to our card stack that was mailed out.
- The annual Gingerbread House Contest took place again this year. There was a very small amount that entered the contest. No adults this year. There were 3 winners but everyone did a wonderful job.
- Santa came to town on Saturday, December 13 at 10 am. The library provided Take and Make crafts for the kids. About 50 were handed out. There was a smaller crowd due to the cold weather that weekend.
- Samantha had a Noon Years Eve Party again on December 31<sup>st</sup> at 11 AM. There were games, snacks, crafts and balloon drop at noon with noisemakers and everyone saying Happy New Year! Small group in attendance.

- **ADMINISTRATIVE SERVICES**

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

- The Friends continue to have Silent Auctions for the display cases.
    - We have switched to selling Seroogy Candy Bars instead of VandeWalles. They are \$2 each or 3 for \$5.
    - The Friends of the Library and Library staff did a potluck dinner on Monday, December 1<sup>st</sup> at 5 PM in the Learning Center. The meeting was held after the meal.
    - At the January meeting, a tentative calendar of events was discussed with the same fundraisers as in years past. The Friends would like to change Chocolate and Cheer to a different name as the event is held to thank current Friends for their hard work and to promote new members.

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

- We reviewed our long-range plan last year.

- **COLLECTION MANAGEMENT**

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

- We have supplies to create phonics kits for our library collection.

- We are adding more jigsaw puzzles to our collection for checking out.

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

- At one of our NLS Advisory meetings recently, there was discussion regarding weeding of our collection and how other libraries do their weeding. There was mention of CREW: A Weeding Manual for Public Libraries. I've starting going through the manual and I believe that we should follow some of their guidelines when weeding our collection.

- **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 will be having someone come in to give us a quote on new flooring in the learning center. The carpeting has so many stains that won't come out and there is a lot of wear and tear. It is 18 years old.
- Fiber optic cable has been laid behind the library for our bandwidth increase. There are now adjustments that need to be made remotely in order to increase the speed which will happen slowly over time. Also, on Monday, the 26<sup>th</sup>, there will be someone coming from Nsight to work on the inside of the building (setting up things in our mechanical room).

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