October, 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.

  - At the Trustee meeting, we'll be discussing and approving a new policy to be added to our existing policies. This policy will be about our new privacy booth rules.

  - Trustee Essentials and Policies will be reviewed.

- **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 will be having author Annelise Ryan visit the library on December 3rd at 3 PM. Annelise has written "A Death in Door County" which is her first book in the series. She will talk about her books and will sign copies. All 3 of the library book clubs will be present. Refreshments will be provided.

  - To commemorate Veteran's Day, we will have Take and Make crafts at the library for the kids to do.

  - The library partnered with the United Way of WI and their Techquity Program. The Techquity WI program is a statewide initiative powered by the United Way of Wisconsin that provides no-cost, long-term loaned laptops or tablets and personalized digital navigation support to eligible residents. They were at the library on Wednesday, October 14 and handed out 32 laptops to those that qualified for the program.

  - September was National Library Card signup month with the theme "A Library Card Hits All the Right Notes". We had activities going on all month for adults and kids.

  - I'm going to try and start showing movies again and see if anyone shows up.

  - During the Friends' Book Sale on Saturday, the library hosted 4 local authors. They set up canopies by the library and had their latest books on display to sell and answer questions. One of the author's actually sold out of his books. We will definitely do this again.

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

  - The Friends had their Annual Book Sale Labor Day weekend. They did very well and raised approximately $1,300.

  - We will be celebrating Friends Appreciated in November. There will be snacks, coffee, water in the library. We will also have goody bags for the Friends to show our appreciation. If you see a Friend of the Library please thank them for all that they do for our library.

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

  - We are following our long-term plan and working on updated job descriptions for staff and myself. We are also working on providing new after school and early release programs for students.

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

  - We have combined our Adult Large Print and regular print nonfiction to allow more room.

  - We are learning to add new items to our new system and it's going very well.

- **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 signed the quote from Dearco and emailed it back to them so they can replace the glass in some of our windows on the east side of the building as well as any other repairs that need to be done. To not exceed $2,500.