

# Director's Report to the Board of Trustees

## January 16, 2017

### 1. SERVICE AND SERVICE PROMOTION

- a. **GOAL #1: To create, implement, and evaluate a wide range of programming with an emphasis on adult programming.**
  - i. We are trying some new forms of adult engagement and working on plans for future programs. Our first endeavor, Winter Trivia, has 65 adults participating. We are looking at many different ways to work within our community.
- b. **GOAL #2: To foster and maintain open relationships with businesses and organizations in and around the Algoma community.**
  - i. I am currently curating a list of organizations throughout the community. With that list I hope to find ways we can all partner together to better our entire community.

### 2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To foster, promote, and maintain the endowment program at the Algoma Public Library.**
  - i. I am working on getting all the final totals for our endowments from the end of 2016 and then will move forward with coming up with great ways to promote the endowments.
- b. **GOAL #2: Facilitate and oversee the goals found in the short and long term plans for the Algoma Public Library.**
  - i. We continue to work with the goals to help make the library a wonderful place for everyone.

### 3. COLLECTION MANAGEMENT

- a. **GOAL #1: To review collection development options that includes both tradition and non-traditional materials.**
  - i. We have just started standing order plans for Large Print books. This is an area of the library that we have been lacking in as our old standing order plan was not working well for us. We are looking forward to having new large print coming into our library every month.
- b. **GOAL #2: To develop and implement a weeding schedule to keep up-to-date with the ever-changing needs/wants of library patrons.**
  - i. We have completed the 5 year no circulation list for 2016. We have no major weeding planned as we will be doing a major shifting project soon.

### 4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. The heat did not work for sufficiently for a few days during the week of 1/9/17 and it turned out that both the boilers for the building had flooded. Once they were drained the heat came one and it was wonderful. Otherwise, things are going well.
- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
  - i. We have started the printer narrowing. We have removed two from the genealogy department already and freed up space there. We hope to finish this project soon and then we will be able to sell the extra printers.
  - ii. We plan to begin the major shifting project in the next two weeks. This will add a bit of confusion for patrons as they attempt to find nonfiction books but in the end it will be a better collection.