

Director's Report to the Board of Trustees

February 20, 2016

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. Katie (adult services librarian) and I have been working on ideas for more adult programming. We hope to have more starting along with our summer reading program.
- 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. We have the numbers as they stand, but are waiting for the auditors before moving forward.
- 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. Our first two months of large print books have arrived and it has been great. We are seeing them get checked out and used. We are excited to see more as it becomes more popular.
- 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 started the shifting project in the nonfiction department. This project will take multiple months to finish but once complete it will be a benefit to everyone.

4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
 - i. Things have been going good this month (knock on wood). ☺
- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
 - i. We are working on selling the printers now. If, for some reason, we are unable to sell them now, we will put them out during the book sale in August.
 - ii. We are working with the Friends to find a foldable/moveable table to use as a portable circulation desk. This would allow us to have a staff member in the children's department during the very busy times.