

# Director's Report to the Board of Trustees

## April 18, 2016

### 1. SERVICE AND SERVICE PROMOTION

- a. **GOAL #1: To maintain regular and open communications with all governing bodies, boards, librarians and the general public regarding the operations of the Algoma Public Library.**
  - i. We have been marketing and getting information to new places and this has seemed to help. We had a large participation in our Food 4 Fines event over National Library Week due to advertising and communicating in different ways.
  - ii. I am attending many city meetings to make sure they are kept abreast of what is happening at the library and we know what is happening around town too.
- b. **GOAL #2: To create, implement, and evaluate a wide range of programming for all segments of the population with an emphasis on children, teens, families, and senior citizens.**
  - i. Summer Reading is almost complete, just a few details left and we will be ready to go. The staff are working on promotional material so the word can start spreading.
  - ii. We continue to work on all the rest of our programming also. The staff are excited about the events planned for May.

### 2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To nurture the Friends of the Library organization.**
  - i. Our Friends are excited about doing the book sale this summer and helping celebrate the library and reading during Summer Reading Program. I'm enjoying learning the style of this Friends organization.
- b. **GOAL #2: Facilitate and oversee the goals found in the short and long term plans for the Algoma Public Library.**
  - i. I took a first look at the goals of the library are interesting and will be more focus as we start to go into the budgeting process.

### 3. COLLECTION MANAGEMENT

- a. **GOAL #1: To review collection development options that include both tradition and non-traditional materials.**
  - i. Currently, the collection that could use an update first is the Large Print. We have a fair amount of Large Print readers but our collection does not grow much. This is my main focus in collections right now. I have been monitoring what gets checked out to see what the patrons are enjoying reading so we can adapt the collection to the reading preferences of our patrons.
- 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. The library has started a massive weeding project with a tentative completion date of August 1, 2016. This project is being done as a way to remove old, worn, and non-circulating items to make room for new items.

### 4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. Martin security was able to fix the door but they do not think they will be able to in the future due to the age of the parts that stopped working. They estimate a \$400.00 parts cost for any future repairs.
  - ii. We have a quote for a radiator, but are also in the work of possibly getting some from the school
- 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 having some problems with two staff computers going to blue screens. We are working with NFLS and the tech department to see what is happening and if they are repairable.