

# Director's Report to the Board of Trustees

## May 16, 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 heard from people that they have been seeing more information about the library and learning more of what is happening. We continue to find new ways to get the information out.
- 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. The library is a busy place for the next few months. We have many great events planned. There has been a lot of excitement from patrons who have learned about some of the events.

### 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.
  - ii. The goals will be much more pertinent as I start working on the 2017 budget over the next few weeks.

### 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.—still working on this area.
- 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.
  - ii. We have the nonfiction collection left. This will be our main task for June and July 2016.

### 4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. We are able to get 6 radiators from the Algoma School District for the scrap metal cost of about \$10 each. We will need to get them between June 7 and 17 sometime. The exact date is unknown yet.
- 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 continuing to work on the two computers that get the blue screens. NFLS has a hard drive that belongs to our library so they are working it to fit in the Director computer in hopes of making that computer work correctly.
  - ii. NFLS and OWLS have been working hard to get rid of older/not functioning correct technology and that means we have something to fix. Currently one of our InfoSoup computers is thin-client to another computer (it does not have it's own brain) and we will not be able to have this after 2016. Therefore, we need to purchase a new computer for this. Cost is roughly around \$580.00.

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- iii. Working with NFLS to come up with solutions that would allow us to free up some space around the library and not have as many printers. We are paying a lot of money each year for various inks and toners for the seven printers we have. Hopefully we can work this out.
- iv. Looking at new ways to use the technology we have. We are looking at ways we can use the ipads in programs and/or story time.