

# Director's Report to the Board of Trustees

## November 21, 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 continue to push our information in all ways we can. We send information to the schools through flyers and take home sheets, we use social media and the internet, the marquee is a great asset, and we share information with others who have community calendars (i.e., chamber, etc.). Our attendance has gone up with the use of all these sources.
- 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. Our autumn programming has been well attended. There have been many positive comments about the amount of programming and how varied they are. We are continuing to plan and work on fun programming for all ages.

### 2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To nurture the Friends of the Library organization.**
  - i. The Friends have been a great asset to the library this year. Without their continued support we would not have been able to do as many great programs. We are thankful for their support. The remainder of the year will be focused on pre-planning for 2017.
- 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 include both tradition and non-traditional materials.**
  - i. We have started our shifting project. This will be a multi-month thing, but in the end it will better serve our users and staff. We have started giving notice to patrons about moving items and let them know to ask if they cannot locate what they are looking for. We are working to make the transition as smooth for everyone as possible.
- 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 finished the duplicate weeding and will not be doing any more major weeding until the start of 2017.

### 4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. The front door ADA hinge broke. LaForce came in and fixed the door. It is working wonderfully now.
  - ii. The 7<sup>th</sup> window from the front door leaked (from the top) during a strong storm but we have not witnessed this since. We will continue to monitor
- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
  - i. We will be shifting the collection soon to make room for new items and work on the organization of items—we have started this project.
  - ii. We are looking at how to have the flow work better through the library. Currently it is difficult for wheelchairs and other mobility aids to get through the upstairs of the library.