

Director's Report to the Board of Trustees

December 18, 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. Continue to plan wide range of programming.
 - ii. Focus on Planning 3 months in advance.
 - iii. More Adult Programming.
- b. **GOAL #2: To foster and maintain open relationships with businesses and organizations in and around the Algoma community.**
 - i. We will continue our outreach at the various local Day Cares, the Algoma Elementary School, Algoma Middle School, and the Algoma Long Term Care Unit. Will reach out to more businesses and organizations in the community.

ADMINISTRATIVE SERVICES

- c. **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.
- d. **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.

2. COLLECTION MANAGEMENT

- a. **GOAL #1: To review collection development options that includes both tradition and non-traditional materials.**
 - i. We will continue to add to our collection. As we are now finished shifting we are seeing areas of the collection that we can add to. We will continue to build a more well-rounded collection.
- 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. Staff continue working on weeding their individual sections to continue to make room for new items.

3. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
 - i. Cedar Corporation will be evaluating Library roof in the next 3-4 weeks. City plans on having roofing projects conducted in spring 2018.
- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
 - i. Looking at revamping our Spanish collection. Looking at replacing 3 public computers early next year.