

Director's Report to the Board of Trustees

February 15, 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. This month has gone smoother with communications. However, some individuals have not updated the contact information for the library and emails still go to the previous director's email (which I have access to) and have to be updated when those occur.

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 staff and I have been brainstorming more marketing strategies to go along with our new programming efforts. While we offer many great programs, attendance has been low and we would like to change this. We are also planning some big programs which we hope will get more people excited about the library.

2. ADMINISTRATIVE SERVICES

a. **GOAL #1: To nurture the Friends of the Library organization.**

i. Attending Friends meetings and events have been very informative to date. I am looking forward to working with them more as I go along.

b. **GOAL #2: Facilitate and oversee the goals found in the short and long term plans for the Algoma Public Library.**

i. This month has really been focusing on getting adjusted to Algoma and working on the annual report. I have not spent time looking at the long term plans as of yet.

3. COLLECTION MANAGEMENT

a. **GOAL #1: To review collection development options that include both tradition and non-traditional materials.**

i. Through a lot of phone calls and emails I believe I have contacted every company we currently work with (and some we don't). Now that I have all the information gathered I can start compiling it to make better sense of what we have and what we need to have.

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. We are still waiting for a replacement part for the radiator in the Children's department, but the leak has been slowed drastically (you would not know it was there).

ii. We had a mouse scare this month, but we have set traps and for now, it appears to have resolved itself.

b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**

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- i. We shifted the DVD collection to make more room for audiobooks. This also allowed us to create a shelf area for new DVDs and audiobooks, which patrons have enjoyed.
- ii. We have started labeling our new items and putting them out on displays. This way patrons can easily find items that are new to the library.
- iii. Our new printer/copier/scanner is in and so far we love it. Patrons have been adjusting to it well also.
- iv. We are looking forward to getting the new microfilm machine this week. Our only concern is what will happen to the very old one that is in the meeting room right now. That is where we would like to put the one that is currently in the library.