

Director's Report to the Board of Trustees

March 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. As far as I can tell the communications are all running smoothly. Rita's email has officially been closed so if anyone is still attempting to contact the library through that they will not get through, unfortunately.
- 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. We are trying something new right now. We have taken quarter sheets of paper to both the local grocery stores to be given out in their bags. These are for our National Library Week events. We will have a better idea if this helps once that week has past.
 - ii. We continue to work on Summer Reading. We want to finalize all of that very soon.

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 but have not spent any amount of time really focused on them. I am hoping to do that in this coming month.

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. The radiator in the children's department is fixed.
 - ii. The radiator behind the circulation desk become extremely loud at the end of February and had to be shut off (you had to yell to hear each other at the desk). Energy control came and looked at it, but it is unrepairable. They are giving a quote for a new one.
 - iii. The front door will not unlock. Martin Security has been notified and they will be here on 3/22/16 to look at it.

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- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
 - i. The new microfilm machine is up and running. While the staff love it, the patrons are hesitant to use it. It works much differently than the older one, and we all know change is hard. We are working 1:1 with any patron who chooses to use the new machine. The old machine is still up and running in the library.
 - ii. We rearranged a bit in the genealogy area so we could fit both microfilm machines. It has been working well.