

# Director's Report to the Board of Trustees

## August 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. We are continuing to put notices about events and things happening out in many locations and through different portals. We use Facebook Advertisements to get a broader reach. Through Facebook we are able to specify the audience we are gearing toward (or leave it very open) depending on who are attempting to reach. This has been helpful in getting interest from people who may not be avid library patrons/users.
- 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 librarians have been working hard this summer to offer many different programs. We have had a lot of very successful events this summer. The librarians are working on their Fall activities now and we hope to have those out before the end of August.

### 2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To nurture the Friends of the Library organization.**
  - i. The Friends just put on their annual book sale and they are working machines. They lift, haul, and move a lot of books and I cannot give them enough credit. While there was some frustration due to there being an election the week of the sale and other things not being communicated fully to the director with enough time to work on the problems, we were able to work through them. The members of the Friends need to be commended for all their hard work.
- 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. While we finish working on weeding we have been purchasing at the same time. I am looking to add to our Large Print collection more regularly once we shift the collection and make more room for books (there is no space left currently). Large print is the area we need to expand the most currently.
- 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 done all we are going to do with the 5 year no circulation list. We will soon be moving to weeding out duplicate items. Our library shelves do not have room for multiple copies of the same item. After we have done duplicates we will start a shifting project to make the collection easier to browse.

### 4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. Everything has been working well this month. Nothing to report.
- 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.
  - 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.