

Director's Report to the Board of Trustees

September 19, 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 use all the media outlets as forms of advertisement. Due to staff change over at the Kewaunee County Star we have been working with a new reporter. We have seen more items make the events calendar than in previous months. This has seemed to help.
- 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. Autumn activities are in full swing. There are a lot of great things planned. We are spending time looking at passive programs, things patrons can do just by coming into the library when they are here (no structured meeting time). These have been going over well.

2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To nurture the Friends of the Library organization.**
 - i. The Friends are working on their annual Bake Sale now. They are also looking toward 2017 and the projects they would like to do then.
- 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 are going to start looking at shifting the collection (moving items from one shelf to another) to create more space in areas that need it and work on the organization of all the collections. This will take a couple months, but will help the library function better when completed.
- 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. The front door ADA hinge broke. Mike Salschider (Parks Department) has been working with LaForce, the company that the hinge is from, to get a repair completed.
 - ii. The 7th window from the front door leaked (from the top) during a strong storm recently. We are monitoring it to see if we can gather more information. I have the name and number for a handiman who could also look at it if needed.
 - iii. During strong rains the gutters above the outdoor book drop and bike rack overflow and create a waterfall. The Public Works Department will be checking to see if the gutters need to be cleaned out. We are waiting to hear from them before further action is taken.
- 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.