

# Director's Report to the Board of Trustees

## November 20, 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. Currently working with staff to encourage a wide range of programming for all ages. With an emphasis on planning 3 months in advance.
- b. **GOAL #2: To foster and maintain open relationships with businesses and organizations in and around the Algoma community.**
  - i. We went to Luxemburg Primary School to sign people up for Library Cards. Dylan continues to do Storytime's for Kidz Zone Daycare in Casco. We have reached out to VIP to do Storytime's there as well. We've started a coding club for homeschool families that will meet once a month.

### 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. We've shifted Easy Readers and Chapter Books to make room for more and will work on Board Books next.

### 3. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
  - i. Upstairs men's bathroom has been clogged. Will monitor.
  - ii. 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. Will replace multiple computers next year. Everything else looks good.