

Director's Report to the Board of Trustees

January 18, 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. I am learning where, who, and how to send things to keep the lines of communication open.
- 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. I have been encouraging the staff to think of new programming idea and talk with me if they get stuck. I also ask them a lot of questions about their planning process with the goal of making them think harder about what they are doing and why. I will continue to observe their current programs and learn more.

2. ADMINISTRATIVE SERVICES

- a. **GOAL #1: To nurture the Friends of the Library organization.**
 - i. I went to the Friends of the Library meeting this month and enjoyed meeting everyone. I listened a lot to what they had to say about the library and how they help. I look forward to working with them more.
- 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 how things run. 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. Collection development is a passion of mine and Algoma has some good and some confusing things. I am working through all the ways the previous director handled collections. I have been talking with the different companies and learning about the ones I did not know. I will be looking at more soon.
- 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. I have not had the chance to look at our current weeding process in depth due to adjusting to the new position. I will be looking at this more closely soon.

4. FACILITIES MANAGEMENT

- a. **GOAL #1: To actively assess the care and maintenance of the library building and grounds.**
 - i. The roof leaked the day after the blizzard (1/6/2016) in the area above the magazines and newspapers. Algoma Utilities came with their boom truck and took a look. It is happening in the dormer area of the roof.
 - ii. The radiator in the children's department has started leaking. We were monitoring it for the last week to see if there were certain conditions that caused it. There has been nothing we can tell. I will be contacting the company to fix it this week.
- b. **GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.**
 - i. So far everything is going well. The staff have shown interest in making some small changes to start with so we are going to create a NEW ITEMS shelf. This will hold the new things to the library and make it easy for patrons to find them.