

# Leland Township Public Library

## Director's Report January 2019

### **ACTIVITY and COLLECTIONS: Attached PROGRAMS**

- Adopt-An-Author: 1 - \$14.17
- Parenting Communities Yoga with Devin Moore, 24 Attendees
- Storytime, 53 Attendees

### **UPCOMING PROGRAMS:**

February 1, Storytime  
February 8, Storytime  
February 9, Valentine Workshop  
February 15, Storytime  
February 18, Parenting Communities  
February 20, Front Street Foundation Money Series, Estate Planning  
February 22, Storytime  
February 25, Library Board Meeting  
February 27, Tech Workshop: Cybersecurity  
March 1, Storytime  
March 8, Storytime  
March 15, Storytime  
March 19, Parenting Communities  
March 20, Financial College Prep with Vicki Beam  
March 27, Tech Workshop: Google Universe

### **FRIENDS & VOLUNTEERS**

The Friends have made their annual donation under the terms of the Memorandum of Understanding (\$6970.00) They will not be holding a regular meeting again until April.

### **BUILDING & GROUNDS**

Ken Hagstrom and the Fire Department continue to do a great job with snow removal.

### **BUDGET INFORMATION:**

Reports for end of January 2019 are included in your Board packets. With 83.3% of the FY elapsed, we have spent 77% of the budget.

### **MISCELLANEOUS:**

The Library was closed on 1/7, 1/28 and 1/30 due to weather, the Small Business Workshop with Jason Tank, and the Cybersecurity Tech Workshop were both canceled also due to weather and have been rescheduled. Storytime was canceled on 1/25.

I will be attending a conference called "Small Libraries, Big Impact" in Grayling on April 29<sup>th</sup> and 30<sup>th</sup>. This conference has been organized by the library co-ops in the Northern Michigan region because this is the off year for the statewide Rural Libraries Conference. I will be presenting at this conference so my registration fees and lodging will be provided by the conference organizers.

## **STRATEGIC PLAN PROGRESS:**

### **Sustainable Stewardship:**

Clarify the role of the Friends of the Library: We have established a Memorandum of Understanding with the Friends and have received the first donation under the MOU (\$6970.00).  
Conduct periodic analyses of staff salaries and benefits: Done as part of the budgeting process this year along with the addition of health insurance.

### **Engagement and Awareness:**

Improve the user experience on the website: We have begun designing a new website with the staff collaborating on the layout along with using Google Analytics from our current site to see how patrons use our site. The new site is expected to be ready to go live in March or April.  
Assess current programs and services and prioritize in response to community needs: We have begun to offer different programs and different times and locations to gauge the response from the community based on turnout and will continue evaluate their effectiveness.  
Increase interactions with other community organizations and groups: The Library Director has become a member of the Board of Directors of the Leland Chamber of Commerce. The Director has begun having regular meetings with other members of the “Cultural Campus”. We are increasing our interaction with the Leland Public Schools starting with a meeting with the Superintendent which was held 2/15/19.  
Investigate ways for community members to access Library resources outside normal business hours & Investigate ways to increase or alter the Library’s hours of operation: These items have been included with the discussions associated with the Needs Assessment.

### **Technology:**

Evaluate alternative times for technology classes: We have begun to offer classes in the evening offsite and will continue to do so.  
Offer STEAM programming: This is a big piece of the Needs Assessment.  
Offer exposure to a wide range of technologies: We are getting ready to set up using Chromebooks along with workshops covering the Google Apps associated with them.

### **Place:**

Evaluate the use of the Library’s facility and grounds to meet changing needs: This is the largest part of the Needs Assessment.

Submitted by Mark Morton