

# **Librarian's Report**

## **March 14, 2017**

### **Staff Report**

Leah Baumgartner will be presenting new features of our databases.

### **Building Updates**

Our LED exterior lights have been installed and we have replaced all the can lights in the foyer.

Dave Brinneman's crew finished patching the ceiling. We are now just waiting on him to inspect the job. We have a new leak on the other part of the foyer ceiling/roof. We had someone from Dahm roofing come and inspect it on Tuesday and he will be returning later next week to take a closer look. Once the ceiling has been completed, we will be replacing the flooring in the foyer.

### **Lease Space**

I have been given a notice of lease termination from Angie Brown, owner of RE: She will have vacated the spot by March 31<sup>st</sup>. This is unfortunate and we now need to decide if we will try and lease to space again or use it as an extra meeting room space.

### **Strategic Plan**

Lissa Krull will not be able to facilitate, so we have asked Erin Prible from the Wells County Chamber of Commerce to facilitate. Erin has agreed to facilitate the meeting at the Main Branch and possibly the meetings at Ossian and Southern Wells. We are waiting to have date options from Erin that work with her schedule. We decided to not offer both an evening and lunch meeting at the Main Branch and offer only one evening meeting at the Main branch that is open to the public. We will still send invites to key people and businesses encouraging them to attend one of the three evening meetings.

Our next step is to develop the online survey we will have posted on the website, in the library for raffle drawings during National Library Week, and hopefully in the schools.

During Department Head meetings, we are going over the current Strategic Plan to see what we thought was successful, what we would like to keep in the next plan and what was not as successful as we hoped and why.

Tentative Timeline –

-Community and Staff discussions and online Surveys – April and May (Between Easter and Memorial Day)

-Department Head discussions and development of plan – June, July, August

-Write up the plan – September and October

-Final Fine Tune – November

Submit to Board for approval - December

The Public Awareness & Outreach committee is involved in this process. That committee is Deb, Jackie and Nancy.

### **Staff News**

The Winter Reading Program was a great success! We went beyond our goal by 191,269 pages making it possible for us to donate 100 books to Kate's Kart. We saw an increase of pages read and books donated. With an increase of 467 more registrants from last year.

### **Director Evaluations**

Stephanie had spoken with the Search Committee about changing the process of Director Evaluations this year. Rather than set-up the usual director evaluation process she suggested setting up a couple informal meetings with myself and maybe the policy committee to discuss how things are going from both the Board and my perspective. During these meetings we could discuss goals – those the Board have for me and those you have for myself and the library.

These meetings could possibly take place in April/May and Sept/Oct. One meeting soon so we can discuss expectations and one meeting later so I have had time to experience the job.

Then we could go back to the regular evaluation process next spring when both the staff and Board have had time to get to know me and to adjust to my leadership style.