

Assistant Director's Report – August 2026

I started at the library on August 5th and it has been a busy and rewarding opportunity thus far. This month, I have continued to learn more about how Alpena County Library operates through increased involvement in day-to-day operations and community outreach.

Programming & Community Engagement

- Worked alongside community team members to make the final selections for the **Great Michigan Read** adult and youth titles.
- Attended the **Boys & Girls Club Backpack Giveaway**, where I promoted library services and distributed books to children in attendance.
- Participated in the **Summer Reading Program wrap-up meeting**, discussing the successes and lessons learned from this summer's program, as well as beginning plans for next year's theme, programming, and activities.
- Helped install the **Story Walk at NOAA**, providing another opportunity to bring literacy and the library into the community.

Collection Development & Library Operations

- Reviewed **AMA/ESD Ingram orders** to track lost items and follow up on outstanding materials.
- Placed and managed **Ingram orders** for the library.
- Continued working on staff scheduling and preparing Board reports.
- Assisted with the library's daily financial responsibilities, including completing weekly deposits.
- Worked alongside staff at the service desk, gaining hands-on experience with the many questions, services, and situations that come through the library each day.

Staff & Organizational Learning

A significant focus this month has been getting to know our staff and learning how the different areas of the library operate. I have spent time listening to staff, learning about their roles and responsibilities, and working alongside them. Understanding their experiences, strengths, and needs will help me better support the staff and the library as a whole.

I am continuing to learn something new every day and am grateful for the opportunity to work with such a knowledgeable and dedicated team.

Sincerely,

Lauren Mantlo