



Report to: Library Board
From: Maggie Pearson
Date: March 5th, 2025

Synopsis of Report: Monthly Update on Operations and Projects

Recommendation: That the report to inform the Library Board on general operational matters and updates on projects be accepted for information.

- Met with municipal treasurer for budget discussion and inclusion of library in asset management plan; attended 2025 budget deliberation council meeting
- Met with DDPL's assigned OLS consultant to scope deliverables and timeline for strategic plan contract; once the Board has chosen dates for sessions the CEO can move ahead with signing the contract at which point the project work can commence
- Revised Operational Policy DD-OP-015
- Created orders for Spring/Summer 2025 fiction and nonfiction purchases; managed cataloguing, weeding, etc. of general collection including the rotation of the Large Print Pool, DVD Pool
- Following review of database use and licensing renewals adjusted online resource access including to: TumbleBooks and Teen Health and Wellness
- Compiling 2024 library use data for the Annual Survey of Public Libraries in advance of April 30th deadline
- Managed facilities maintenance including snow removal and building access in inclement weather together with maintenance staff
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters and program marketing materials; supported art gallery committee with library website and social media promotion of new show
- Facilitated program delivery, developed March, April program calendar, staff schedule including seasonal staff meeting and staff work plans; began summer program planning including program delivery in partnership with Hospice Norwood