



### **Administration:**

- *Collection:* As I visit the branches, I have been looking at their collections. Weeding is an ongoing process but some managers will need to be more aggressive in what they are doing. This is an area that the Strategic Plan, in particular, will help to guide the work.
- *Personnel:* Our new Desktop Support IT Assistant, Angela Clark, has started working and, although she is in the midst of training, the Management Team feels they made the right choice. In fact, the Management Team has made very good choices with the new Children's Services Clerk and the new Public Services clerk; next, hopefully, a Young Adult Services Coordinator.
- *Evaluations:* Conducted one evaluation.
- *Buildings:* Unfortunately, we have discovered a leak on the fourth floor; it is a slight leak but has been there some time. The roofers are going to be looking into it.  
The Building Committee met recently to discuss new signs and new steps. Staff will be seeking competing quotes for all.  
Alganssee has a new telecommunications tower and it is really boosting the internet speed there.

### **Meetings:**

- I attended the following meetings:
  - Butler Township meeting
  - Literacy Council meeting
  - Alganssee Township meeting
  - Alganssee Friends meeting
  - Coldwater Advisory Board meeting
  - BDL staff meeting
  - Telephone meeting with DWD Technology Group to discuss the library's needs for accounting software

### **Committees:**

- Met with the Finance Committee about the adoption of the 2017 budget.
- Met with the Personnel Committee again to continue editing the Employment Handbook; met one more time to discuss the budget in terms of personnel costs and to determine how the FLSA affects the library.
- Met with the Building Committee about the front steps rebuilding, new signs for the building, the carpet, electronic keys, bathroom remodeling

Submitted by Linda Lyshol