

CARA BURTON DIRECTOR REVIEW

2016 Accomplishments

Template from Association of Library Trustees, Advocates, Friends and Foundations

Policy & Procedures

Established Personnel Policy Manual review
Updated Holiday Policy
Updated Meeting Room Use Policy
Started writing procedures
Established new filing and bookkeeping procedures

Budgetary & Financial

Improved oversight
Revised Chart of Accounts.
Evaluated bookkeeping duties and outsourced work to qualified service.
Established review, updating, and planning for ESPL endowments.
Organized existing documents and had purged documents shredded.
Oversaw bookkeeper correcting and updating payroll and benefits accounting.
Improved financial reporting to board and particularly Treasurer
Oversaw establishment of restricted fund account and corresponding bookkeeping
Ensured monies and financial records secured, following GAP; established new procedure
Involved board more in budget plan
Advocated for county funding during budget process

Planning

Organized and implemented strategic planning process, board retreat, staff retreat, and new 5 year plan

Community Activity

Attended numerous public events, tabled at events, set up displays in the community
Initiated community distribution service throughout system via courier
Joined ESCC WFD Advisory Board and VDH Nurse Family Partnership Advisory Board; member ESVHS and BIC; volunteer United Way fundraiser
Have regular community leader updates of capital project
Established e-newsletter
Responded to community issue on banned books with display and outreach

Personnel

See strategic plan goals.
Established branch manager at NFL, circulation manager, and TS manager positions
Ensured ES Room assistance continued after Barnes retirement

Property Management

Reorganized shelving to make better use of space
Improved custodial care
Addressed litter & afterhours issues on exterior

Technology

Oversaw inventory of computers
Obtained grant funded ipads
Increased bandwidth using erate bidding process