

Memorandum

To: Cape Elizabeth Town Council
From: Thomas Memorial Library Committee
Date: April 6, 2018
Subject: 2018 Thomas Memorial Library Committee Goals

As requested by the Town Council, the Thomas Memorial Library Committee discussed and prepared the following goals for the year, listed in order of priority.

- 1. Revise / Update Library Policies.** Many of the Library's Policies need reviewing and updating to bring them in line with changes in the facility with the recent building project. Additionally, much of the language needs to be modernized and made friendlier.
- 2. Develop a New Strategic Plan.** Most of the planning done for the Library concluded with the building project. The TMLC recognizes that in order to provide the best programs and services that are needed by the Cape Elizabeth community, it is important to develop a meaningful and articulate plan for the Library to follow when making key decisions.
- 3. Improve the Social Media and Overall Online Library Presence.** As more and more people get their information about their community online and through their social media feeds, the Library needs to have engaging and informative presences in those spaces.
- 4. Gain Better Understanding of the Day-to-Day Library Workflows.** With a greater understanding of the daily work performed by the Library staff to fulfill the needs of the Library to the community, the TMLC will be better able to advise the Library Director on actions and improvements.
- 5. Assist in Developing Additional Senior Services and Programs.** Both the Library staff and the TMLC recognize the need to expand services and programs to the community's senior citizens. Both groups are committed to working towards this goal.