

Director's Report

November 21 , 2022

Departments

- Negotiations are still underway between the Town & BLSA
- Library staff has welcomed Courtney Trudeau as the new Young Adult Librarian.
- I attended the Challenged Materials provided to the OCLN library network in collaboration with MLS, MBLC, and MLA. This virtual program was to help provide support for libraries facing challenges to library materials, displays and programs. The library did have an informal complaint about one of our books in the collection. They did not want to fill out the reconsideration form.
- Laurie and I held an all staff meeting on Wednesday October 19th. We went over a few procedures, phone paging system, databases and training on Homelessness. The homelessness training was a pre-recorded Webinar by Ryan Dowd.
- I have reached out to Town Hall to have the two JLA positions that have been vacated by internal promotions posted.
- Laurie and I both have been covering many hour in the Technical Services Department to keep everything running smoothly. We hope to have this position filled very soon .
- Laurie and Circulation Supervisor Christina Castle held interviews for the 12 hour page position.

Programs

- Library continues to offer in-person programs with movies, story times, drop in play, book clubs and Yoga for little ones. Children's Librarian had a class tour of the library by one of the Braintree Elementary Schools
- For the Month of October The Reference Department answered 689 questions, and the library held a total of 35 programs.



Projects Update—Building

- Phone Paging system complete and a speaker was added to the Logan Auditorium
- American Alarm completed the burglar alarm upgrade.
- Gutter repair to the copper gutter , parking lot side, complete
- Trees on the corner of the library building have been trimmed and two new shrubs added to the front of the building
- Braintree resident and library patron mentioned to a staff member that the library continues to run smoothly and she enjoys coming here.”
- Library will be open 9-5 on Wednesday/ Thanksgiving eve. All employees are scheduled to work 9-5.
- Library per BLSA contract will be closed on Friday November 25th & Saturday November 26th.
- I am looking into statistical software through OCLN called Library IQ. Library IQ is a platform that takes library data from circulation of all materials and identifies areas of the collection that should be expanded or contracted . The data will help with collection development, weeding, patron demographics and the ARIS report.

Circulaiton

- Circulation of physical materials for FY23 are remaining steady. Slight increases and decreases each month.

Technology

- Print and Time management software for public computers in the Reference Department needs to be replaced. Both Reference Librarians Moira Cavanagh and Priscilla Crane are looking into new software to recommend for purchase.
- Upgrading the Fax24 kiosk in the Reference Department to connect directly to an ethernet port, which eliminates the need for a telephone line. Reference Librarian Priscilla Crane and Assistant Director Laurie Cavanaugh have taken the lead on the upgrade.
- Library purchased the OWL which makes hybrid meetings more efficient. It has a 360° camera, mic, speaker and is motion activated.

Personnel Update

Frozen Positions Full-Time Principal Library Assistant

2 part time Junior Library Assistants

Open position Technical Services Librarian Full time

(2) Part time 14 hour Junior Library Assistant

12 hour Library page

Schedule of Library Bills Payable

Warrant	9/28/22	\$ 21,978
Warrant	10/12/22	\$13,887.72
Warrant	10/26/22	\$9,860.47
Warrant	11/9/22	\$11,918.43

