

Director's Report

January 13, 2025

Personnel

- The librarians have been actively engaging in professional development activities through webinars covering topics such as Library IQ, Being the back up when asking someone to leave library, and learning the new online and museum pass reservation system.
- Part Time JLA Kathy Blaney and Adrian Walker submitted their resignations. We wish them both the best in their future endeavors. We have posted 2 part-time JLA positions in house.
- All Librarians under Laurie's leadership have been learning the new online and museum pass reservation system.
- Jean Kennedy, Technical Services Librarian who has been spearheading the Conversation Circle program for English Language Learners, is currently drafting a grant proposal for an LSTA grant.

Programs

- Childrens Department held a variety of children's programs that were well attended over December break .
- All librarians have started to prepare for summer reading and additional programs.
- I am coordinating the spring concert series scheduled for March, April and May.

Space Planning Project

- Laurie and I continue to meet with space planner Aaron Cohen Associates via Zoom, the development phase of the report has been initiated . In Addition the library visits that took place in November with the community were successful, and valuable input was provided.



Building

- Due to a rain in wind storm last month, the library encountered a few minor leaks in Logan Auditorium and the Childrens department. Fortunately, there was no significant damage, only a few ceiling tiles were affected by water



- During the cold spell last week the boiler was not functioning properly, leaving the building cold for a day. However the temperature was restored within 24 hour after anew motor was installed . Currently waiting on a new pump.
- Laurie and I had a kick-off meeting with Jim from BELD to initiate the implementation of the new print management system. Tentative go live date is March 1, 2025

Budget FY26

- Budget development has begun, Timeline

Instructions Released 1/6/2025

FY2026 Budgets Submissions Completed in MUNIS 2/14/2025

Deadline to File Mayor Budget Proposals 4/30/2025

Ways and Means Budget Hearings 05/1/25-5/31/25

Town Council Deadline to Act on Mayor's Budget 6/15/2025 FY2026

Final Budget in MUNIS 6/21/2025

Budget Implementation Instructions Issued by Finance Department 7/1/2025

Beginning of Fiscal Year 2026 7/1/202

Digitization project

- The RFQ for the digitization of the microfilm newspaper reels has been resent for quotes due to an update on the quote form. Deadline for submissions is January 24, 2025. .

Personnel

Employee List

Reference

Moira Cavanagh

Priscilla Crane

Young Adult Department

Courtney Trudeau

Technical Services Department:

Jean Kennedy

Carlene Colman -(splits time in reference and one night in YA Dept.)

Nancy Yee

Circulation department

Christina Castle

Emily Chapman

Jessica Collins

Sabrina Vitagliano

Childrens Department

Elisabeth Strachan

Anne McConville

May Pugsley

Kara Duffin

Part time employees

Melanie Boudreau

Vanessa Bui

Melissa Kelleher

Kate Tangney

Unfilled

Unfilled

Unfilled

Unfilled

Pages

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