

## Director's Report October 20, 2025

### Personnel

- Two 14hr Junior Library Assistant (JLA) have been interviewed and hired for the open positions. Their start date is scheduled for Tuesday October 14<sup>th</sup>, effectively filling the vacant positions.
- Wednesday September 17<sup>th</sup> our staff development day took place. The training sessions on Artificial Intelligence (AI) were presented by MLS consultant Jane Stimpson, providing an overall understanding. Additionally, mindfulness and mental health training were provided. We received positive feedback from the staff. (see attached agenda)
- Laurie and I are planning to attend the MLS Annual Meeting on Wednesday Nov 5<sup>th</sup>. This is an all-day event at Devens Common Center.
- Stephanie Rahmat will be out on maternity leave with anticipated due date October 31, 2025. We wish her the best!

### Building

- We are working on small tasks from the space plan such as weeding the Great Courses from the Reading Room, finding another location for World Language.
- Courtney Young Adult Librarian weeded and moved out of her department audiobooks and Anime DVD's. Items remaining from those collections have been relocated to the middle level and integrated into the collections.
- Dan's Lawn care completed a fall cleanup of the library grounds, creating a tidy and welcoming environment. We remain committed to identifying building projects for FY26

### Program Highlights

- Regular programs have kicked off again for September for the fall such as Mah Jongg, Book Clubs, Storytime and Yoga for little ones. Attendees have been good, and we are off to a great start.
- Month of October we have participated again this year in the Library Crawl
- Calendar is being developed on programs the library is hosting in celebration of the nation's 250<sup>th</sup>. (see attached)
- Summer Community Engagement in celebration of International World Peace Day September 21<sup>st</sup> was very successful with engagement from families, community organizations and individuals. We reached our goal of 1000 which were displayed in the Washington Street display case for the month of September .
- Library Participating with a resource table at the Department of Elder Affairs on Wednesday October 29<sup>th</sup> for their Resource Fair for Older Adults (see flyer )



## Financial Compliance Report as part of the Aris

- Annual Financial Compliance Report has been completed and forwarded to MBLC. We are certified for FY26 and will receive State Aid for Public Libraries. Financial compliance looks at the previous fiscal year and the current. (FY25 & FY26)

<b>MBLC Reports in FY26 for FY25 year</b>	<b>Totals FY25</b>	<b>Previous Year -Totals FY24</b>
Total Operating Budget from town including State Aid and Gift money	\$1,744,273	\$1,714,185
Total Expenditures, including salaries, Materials, paid on behalf of the Friends Group, building, Utilities, what was expended out of State Aid for the Library, and what was paid out by other departments, etc.	\$2,245,287	\$2,164,407
Total collections expenditure (not just out of operating)	\$264,734	\$259,916
<b>Projected Total Appropriated Municipal Income</b>	<b>\$1, 657,469 FY27 projected budget</b>	<b>Current FY26 1,636,372</b>

### Personnel

#### **Employee List**

#### **Reference**

Moirá Cavanagh  
Priscilla Crane

#### **Young Adult Department**

Courtney Trudeau

#### **Technical Services Department:**

Jean Kennedy  
Carlene Colman  
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**

Vacant – in Process of new hire  
Vacant – In process of new hire  
Vanessa Bui  
Melissa Kelleher  
Kate Tangney  
Stephanie Rahmat

#### **Pages**

Emily Bregoli  
Justine Guerriero  
Maureen Leary