

Director's Report

May 20, 2024

Personnel

- Laurie Cavanaugh, Jean Kennedy and Christina Castle attend the MLA conference held at the Sheraton Hotel Framingham. (Please see attached)
- Elisabeth Strachan, Childrens Librarian will be returning Mid June . The children's room staff have shown incredible teamwork, and have stepped up to fill any gaps in tasks due to Elisabeth's absence. Their commitment to keep the department running smoothly is deeply appreciated.

Programs Highlights

- The library program for May has seen strong attendance. As the librarians focus shifts towards developing and implementing the summer reading program, a few regular programs will end .
- Staff went to the BCAM studio and filmed a summer reading promo that will promote summer reading.
- Some of the highlights of the May program include a Randy Cloutier Jazz Trio concert , a murder mystery party hosted by teens and an engaging performance by Mama Steph tailored for toddlers .



Building

- Summer hours will start Summer hours will start Monday, June 17th, and run until Labor Day.
- Starting June 17th, the library will be open only Monday-Friday. We will close at 8 pm, Monday through Thursday, and Friday will be open the usual 9-5. All staff shift their schedule.



Technology updates

- Awe computers (game computers) in the children's room had to be shipped back to the company for a repair.
- Target date for a trial on print management system has been set for June 1st.
- Progress is being made on implementing Chromebook for checkout by patrons

Marketing

Marketing campaign for the library has been developed to highlight a few products and information about the library , including translating brochures and creating a flyer showcasing our statistics. Currently the focus will be on a flyer compiling a list of the top ten hidden gems of the library to promote resources. Kara Duffin and Venessa Bui worked diligently on the brochure translation. (please see attached)

Budget

The library is presented the budget and to the Ways and Means Committee on May 6th. The FY25 budget presented meets the Municipal Appropriation Requirement for certification .
Extremely lean budget (Please see attached)

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

Kara Duffin

Mary Pugsley

Part time employees

Kathy Blaney

Melanie Boudreau

Vanessa Bui

Chole Dodge

Melissa Kelleher

Kate Tangney

Adrian Walker

Unfilled

Pages

Emily Bregoli

Justine Guerriero

Maureen Leary