

Director's Report

July 21, 2025

Personnel

- Melanie Boudreau has resigned from her part time JLA position to take a full time position in Holbrook. Melanie's last day is this week. We wish her the best.
- The recent opening for the part time 14hour week JLA position vacated last month has been posted and I will be reaching out to HR to have this current vacant position posted.
- Diane Whalen, Administrative Asst. is out for a medical procedure and will return mid -August. Laurie and I have been processing payroll and invoices in her absence.
- Staff professional development day is scheduled for Wednesday September 7th. This is an all day training and the library will be closed.

Building

- The library HVAC repair has been successfully completed, despite a few challenges the staff did an excellent job adjusting to the temporary setup of a children's space and program area on the middle level. I would like to thank the staff for their flexibility and Ann and Jeff for guidance.
- We have been collaborating with BELD on conducting an inventory of all public and staff computers to establish a list of upgrade priorities to windows 11. Additionally we have implemented the new print management software on a few computers on the lower level alcove, with plans to extend the upgrade to the remaining public print computers. This has been an ongoing project that has taken longer than expected with many challenges but we are positive the new software will meet the staff and public needs.
- Laurie is implementing a staff training refresher in Reference for the new print management and reference desk resources for PLA and Librarians this summer.



Budget

- FY25 budget has been closed out and we have started the FY26 budget. A shift in allocation of funds in the FY26 book budget of the percentage for online resources signifies a radical change in how librarians have developed and spent their book budget on ordering materials. We are utilizing Library IQ which we purchased last year to help us target areas of the collection for expansion and weeding. We will be discussing the change and giving the librarians a chance to discuss at our department heading meeting this week. The change has been a bit unsettling for the librarians.

Summer Reading Programs

- Summer reading programs originally planned for the end of June and beginning of July have been re-Scheduled due to the HVAC repair, creating a slower and different summer program than usual. Despite the setback, we hope to regain momentum and have a successful summer program for all ages.

Personnel

Employee List

Reference

Moirá 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

Vacant

Vanessa Bui

Melissa Kelleher

Kate Tangney

Vacant

Stephanie Rahmat

Pages

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