

Director's Report January 12, 2026

Personnel

Newly hired JLA Stephanie Rahmat who was out on maternity leave with anticipated return date of December 29th has decided to stay home with her new baby girl. We wish Stephanie much happiness and best of luck on her new journey of motherhood.

During December many staff participated in a range of professional development organized by Assistant Director Laurie Cavanaugh. Professional development is part of our strategic plan and an action item and goal for FY25-26:

Laurie Cavanaugh, LibraryIQ Training session on using library IQ to guide collection growth & right sizing and simplifying Annual Reporting with metrics dashboard. In addition, Laurie attended 7 secrets to getting staff to work together.

All Department heads have received a refresher on MLS learning Hub Laurie, Jean Kennedy and Terri Stano attended ALA webinar Bite-size improvements on how to make small meaningful changes to library space.

Building

As part of our ongoing space planning efforts where big goals are achieved by small steps the library has begun reviewing a few department spaces to identify areas of change and improvement. At this time, we are focusing on organization and decluttering of current spaces before developing longer-term plans. Principal Library Assistants Jesscia and Sabrina (Circulation dept) have assisted with organizing certain shelves and materials along with storage areas throughout the library. Their work has improved organization of shelves and spaces and has provided insight into how staff work areas are currently utilized. A highlight of the space plan identified that "Young Adult Librarian needs an office and storage space, and other staff office areas/departments could be utilized better for more staffing needs or something else".

In addition, the holds shelving by the circulation desk has been removed and moved into the front of the DVD shelving. Also, we have a planned visit by Tucker Interiors this month to take a look at the furniture in the Reading Room.

Despite the cold winter days we have experienced this month, the heating system is working well. There was a concern we might experience a few issues with heat related to the systems work that was completed this spring.

PLA Kara Duffin has developed the draft of the library's 250th flyer of events that have been developed. (please see attached flyer)

OCLN has selected new ILS (Integrated Library System). OCLN network will be switching to **Evergreen** and the public facing catalog to **Aspen**. Staff training will start

to take place and continue over the next several months. With a go live date of **April 30th**. This is a large undertaking by OCLN, individual libraries and staff.

Programs

Throughout December the library continued to offer all regularly scheduled programs and also host a successful school vacation week program.

Personnel

Employee List

Reference

Moira 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

Children's Department

Elisabeth Strachan
Anne McConville
May Pugsley
Kara Duffin

Part time employees

Justine Donohoe
Tara Crispin
Vanessa Bui
Melissa Kelleher
Kate Tangney
Vacant

Pages

Emily Bregoli
Justine Guerriero
Maureen Leary