

Director's Report to the Library Commission

August 15, 2022

Budget:

- We finished out FY 2022 on budget except for the town line item for part-time wages being overspent by about \$3,400 which was done with permission. It is very difficult to properly staff the public service desks at both buildings with the current amount of part-time Library Assistant hours.
- The \$18,680 transfer of Gales Ferry book money to the Bill Library Association investment account with Janney occurred in early August.
- I was confronted with a staggering \$3,300 invoice for the fire panel installation at the Gales Ferry Library. The library is still responsible for all things relating to fire at both buildings. Because this repair was not budgeted for, I recommended using the difference in the Director's salary line to pay for this surprise cost.

Library News:

- The grant request Gale submitted for installing fiber at the Gales Ferry Library was accepted and that project is expected to begin in the coming months. I have been told the installation may take up to six months from start to finish.
- Heather Doughty is our new Administrative and Technical Services Assistant. She hit the ground running on July 5 and has been such a positive addition to our team.
- Erin Quada accepted the Library Assistant position and started on August 1. Erin lives in town and is working on her Master's in Library and Information Science.
- Lisa Murno gave her notice with her last day being August 8. She will definitely be missed, but we wish her well as she begins a new career at the State of Connecticut.
- The Assistant Librarian I position is being advertised and closes on August 12. I will work with Andrea H. and Stacey to review applications in the coming weeks.
- I have wrapped up my individual meetings with staff and now have a better understanding of each employee's regular duties and responsibilities along with valuable feedback regarding the library overall. We are working on improving communication among staff between library buildings.
- We are continuing to work on methods to address the cataloging backlog of materials in the Technical Services Department. The goal is to eliminate the delays so our items, especially our new materials, are available to the public in a timely manner.
- The controversy over *Who Is RuPaul?* seems to have settled for the time being.
- In the last several weeks, there was a lasting power outage at Gales Ferry along with a legitimate fire alarm call at Bill. We are working on developing Emergency procedures for staff to follow in the event of future incidents.
- There is an all staff meeting scheduled for Thursday, August 25 from 1:30-4:30 p.m. at the Bill Library. The Gales Ferry Library will be closed from 1:00-5:00 that afternoon to allow for library professional development.
- I put together a timeline for meeting each goal/objective in our 2020 Strategic Plan.

Building News:

- The new fire alarm panel at Gales Ferry has been installed.

- There is a new AC unit at Gales Ferry which replaced the broken one. This is good timing as both library buildings along with the Senior Center are designated cooling centers in town.
- The new desk has been installed in the Children's department. We are very grateful to Public Works for building the desk. A modern desk chair can fit underneath and provides a larger and improved work space for Stacey.

Town News:

- Granicus/Legistar, the new meeting platform for the town was rolled out on July 1.
- I met with the Mayor to review a few upcoming goals for the library.
- I attended the Department Heads meeting in the Mayor's office on August 3. It was a great opportunity to hear about the happenings in other departments and meet other town leaders. We have reached out to various departments and are discussing collaborative program ideas for the future.

Respectfully Submitted,

Jennifer Smith
Library Director