

## Director's Report to the Library Commission November 20, 2023

### Budget News:

- I am working on preparing our FY25 budget. I will present it at our December meeting for discussion and vote.

### Library News:

- Drue Chappelle was hired to fill the Substitute Library Associate position. His training is off to a good start.
- We will be interviewing for the Administrative Assistant position this week. I was told over 100 candidates submitted applications for this opening.
- Andrea Holbrook submitted her resignation as the Assistant Librarian I – Adult Services. She is full-time primarily at the Gales Ferry Library and her last day will be December 6, 2023.
- Bill Library holds are now available to be picked up by patrons. They are shelved on the left of the adult new collection right next to the self-check out machine. Patrons can either check out at the self-check out machine or be waited on by staff at the desk. This change was implemented for several reasons, some of which include:
  - Make picking up hold more convenient for patrons
  - Increase patron privacy
  - Save staff time for other tasks
  - Improve work flow behind the circulation desk
  - Free up space behind the circulation desk
  - Repurpose some of the shelving behind the circulation desk



### Building News:

- We have a new outdoor sign for the Gales Ferry Library that matches the one at Bill Library. A social media post went up thanking the Library Commission for approving the funding to purchase the new sign.
- We are pleased to offer an enhanced, sensory-friendly board book selection in the Children's department at both library buildings. Gales Ferry Library has a newly acquired shelving unit to house all the board books thanks to the Libraries Transforming Communities grant.



- A large storage cabinet was removed from the Children's room at Bill Library. Public Works reused old shelving to create a new place for our Early Reader collection. This change freed up space in the room and allowed us to expand two very popular collections - Early Readers and Graphic Novels. We still remain desperate for additional space.



- We have also been working on organizing our attic storage at the Bill Library.

#### **Town News:**

- At its regular meeting held on November 8, 2023, the Town Council authorized the Mayor to submit the ALA grant application for "Round II" of the *Libraries Transforming Communities: Assessable Small and Rural Communities Grant* in the amount of \$20,000 to purchase a new circulation/reference desk for the Bill Library designed to meet ADA requirements and better serve individuals with disabilities. The application is due by December 11, 2023.
- New Town Councilors have been decided and will take office on December 4, 2023. Thank you, Mary McGrattan, for being our Library Liaison!

Respectfully Submitted,  
Jennifer Smith  
Library Director