

## **Annual Report of the Kelley Library Trustees**

The Library Trustees are pleased to present this report, summarizing the key activities, financial highlights, and decisions made throughout the year. Our ongoing goal is to ensure the library remains a vital resource for the community. We are dedicated to managing our budget responsibly, maximizing every dollar to support and enhance the wide range of services we offer.

This year, we concentrated on careful management of expenditures, which included necessary building improvements and operational costs, while striving to maintain quality services for our patrons.

A significant project this year was the planned upgrade of the library's elevator system to improve accessibility. During a recent inspection, rust was discovered on the original hydraulic fluid tank, which needs to be replaced to prevent potential leaks. This is in line with ADA regulations, which require the library's elevator to always be fully functional.

Regarding staffing, the Trustees faced the difficult decision to not fill the vacant full-time Children's Librarian position, opting instead for a temporary, part-time role to ensure continued service in the Children's Room. This decision was made based on current budgetary constraints. We recognize the importance of this position and are committed to ensuring the Children's Room remains well-staffed and welcoming. Nonetheless, we were able to hire a new Head of Youth Services and fill several part-time positions throughout the year. Additionally, we approved revisions to the Employee Manual to better reflect our commitment to fostering a supportive and efficient work environment for all staff members.

In March 2024, the library introduced an online payment system through Square, allowing patrons to conveniently pay library fees, make donations, and use other services online.

Following a sewer blockage that damaged the Children's Room carpet, our facilities manager quickly addressed the issue by replacing the damaged tiles and taking preventative measures. We also improved the layout and functionality of the Children's Fiction area and the Kelly Room by installing new shelving and furniture.

We were fortunate to receive generous donations from community organizations, including the Salem Area Women's Club and the June R. Belanger Supplemental Trust. These contributions funded the purchase of new display carts, educational toys, and other activities that have significantly enhanced our offerings to the community.

Looking to the future, we will continue to assess our resources, including staffing and budget allocations, to ensure that we maintain the high-quality services our patrons rely on. We will also focus on improving our technology infrastructure and finding new ways to engage with patrons both in person and online.

We sincerely thank Natalie Ducharme, the Library Director, Laura Stevens, the Assistant Director, and their dedicated staff for their hard work and commitment. We also deeply appreciate the continued support of the residents and taxpayers, whose generosity helps make the library a vital community resource. The library is a place for all, and we look forward to another year of serving our growing community.

Respectfully,

Kate Norton, Chair  
Chris George, Vice-Chair  
David Hickernell, Treasurer  
Kelley Library Board of Trustees