

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Library

Budgeted staff:

Full Time: Library Director, Adult Services Librarian, Youth Services Librarian

30 Hours/Week: Circulation Librarian

Part Time: Inter-Library Loan and Children’s Services Library Assistant, Library Assistant

Primary function(s):

To enrich and strengthen the community by providing access to books, resources, technology, digital items, equipment, and more. To provide educational and recreational opportunities to all members through programs, events, classes, and workshops. To offer a diversity of library materials, programs, and services. To offer a space where all are welcome, where people of various backgrounds and beliefs can come together and build community.

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Circulation - Checking out items to library patrons and checking in materials once returned	Daily	Year-long	
Patron Registration - Registering new patrons, updating existing patrons, and issuing library cards	Daily	Year-long	
Item Holds – Fulfilling library item requests and holds	Daily	Year-long	
Technology Help - Providing technology assistance to library patrons. Providing tech help with the library computers and printer, as well as assisting with patrons’ personal devices	Daily	Year-long	
Reference and Readers’ Advisory – Researching and responding to reference questions, and assisting patrons in book location	Daily	Year-long	
Collection Development - Consulting reviews and recommendations for collection purchases. Making selection	Multiple Times Per Week	Year-long	

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decisions based on the criteria in the Library's Materials Selection Policy			
Collection Maintenance – Continually evaluating the collection and weeding items according to various methods	Daily	Year-long	
Cataloging - Cataloging and processing new library materials and donations	Multiple Times Per Week	Year-long	
Assistance with Digital Resources	Weekly	Year-long	
Children's Programming and Events - Offering enriching children's programs: storytimes, musical programs, afterschool activities, arts and crafts, etc.	Daily	Year-long	
Adult Programming and Events - Offering enriching adult programs: book discussions, recreational gaming groups, knitting groups, technology help sessions, arts and crafts, etc.	Daily	Year-long	
Scheduling speakers, presenters, and performers.	Monthly	Year-long	
Maintenance of Library website	Weekly	Year-long	
Library Publicity - Managing publicity of Library programs and services using social media, the Library website, the Library newsletter, listservs, local calendars, flyers, signs, etc.	Daily	Year-long	Administration
Running reports to evaluate the collection and to manage overdues	Weekly	Year-long	
Compiling statistics to complete the VT Department of Library's Annual Report	Yearly	January-March	
Volunteer Management	Daily	Year-long	
Professional Development/Library Committee Meetings	Weekly	Year-long	
Collaborations and outreach with local schools and daycares	Bi-Weekly	September-June	
Interlibrary Loan Services - Processing interlibrary loan requests and borrowing items from other libraries to lend out to Essex Free patrons	Daily	Year-long	
Creation of seasonal displays in the children's area and adult area. Maintenance of community board.	Weekly	Year-long	
Shelving	Daily	Year-long	
Shelf-reading	Monthly	Year-long	
Ordering program supplies, craft supplies, and general supplies for administrative tasks.	Weekly	Year-long	

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Book and Item Repair	Monthly	Year-long	
Development of the Summer Reading Program budget to present to the Library’s 501c3 committee for funding.	Yearly	February-May	
Communicating and sharing with other Vermont Libraries	Daily	Year-long	
Organizing, evaluating, and processing book donations	Weekly	Year-long	
Working with the Library Board of Trustees, providing a monthly report and working with trustees to review and create policies.	Monthly	Year-long	
Grant writing and reporting	Yearly	Year-long	Public Works
Summer Reading Program	Yearly	June-August	

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority (High, Medium, Low)
Author Programs	Twice per year	Year-long	Friends of the Library	Medium
Programs with an Emphasis on diversity, equity, and inclusion (DEI)	Bi-monthly	Year-long	Other Local Organizations	High
Outreach/Book Delivery	Monthly	Year-long	Senior Living Facilities	Low (do not have enough staff to currently pursue)
Children’s Program Presenter	Quarterly	Year-long	Friends of the Library	Medium
Programming for English Language Learner (ELL) Families	Quarterly	September-June	Essex High School	Medium
Diversity Audit: Library Collection	Yearly	Year-long		Medium
Diversity Audit Library Program	Yearly	Year-long		Medium
Establishing a designated program space				