



Town of Tewksbury
Tewksbury Public Library

300 Chandler Street
Tewksbury, Massachusetts 01876
978.640.4490

Diane H.C. Giarrusso
Library Director

Director's Report

To: Board of Trustees
From: Diane Giarrusso, Library Director
Date: December 9, 2014

Facilities/Grounds

- Thank you to Mr. Frank and Ms. Impink for attending the Gala Opening of the Festival of Trees. I appreciate your help welcoming visitors and orienting them to the event! I estimate that 200-300 people attended the event that night.
- The Town Holiday Celebration and Tree Lighting event went more smoothly this year. Having fewer vendors and performances helped. It was tremendously cold and still too long, but I estimate that between 250 and 350 people attended the event.
- Our Holiday hours are:
 - Christmas Eve and Christmas Day: Closed;
 - New Year's Eve closing at 5pm, and closed on New Year's Day.

Policy/Services

- I will provide a draft of the newest Long Range Plan at the January meeting. (Still working on Goals)
- Two people have accepted the position for our vacant Library Clerical Assistant positions. Ashley Adams starts December 15th and Corinne Coveney starts January 5th. Both come with previous library experience. Ms. Adams will split her time between the Front Desk and the Reference Desk and Ms. Coveney will split her time between the Front Desk and getting a fledgling teen program going under my direction.
- Town Department Heads received their budget message from Mr. Montuori. Again, he is asking for a level funded operating budget, and contractual pay increases. We are to also include an explanation and amount of funding that is needed in line items that are underfunded, as well as our top three budget priorities. I am requesting funding for a full time Teen Librarian and increased funding for materials. A copy of the memo from Mr. Montuori is attached.
- Reminder: I will be out of the state on vacation from December 27-January 4th. I'll be back at work on January 5th.

The staff and I wish you and your families a wonderful holiday season and much health and happiness in the new year!

Encl. *Statistics*
Internet Access and Library Network Use—Revision
Security Camera and Surveillance Policy—2nd Reading
Memo from Richard Montuori about FY16 Budget