



<b>Annual work plan – Regular work</b>						
Budget year: FY25						
Department: Library						
Budgeted staff: Full Time: Library Director, Adult Services Librarian, Youth Services Librarian, Public Services and Cataloging Librarian; Part Time: Interlibrary Loan and Children’s Services Library Assistant (27.5 hours), Library Circulation Assistant II (15 hours), Library Circulation Assistant I (5.5 hours), Substitutes (10 hours)						
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.						
Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Circulation - Checking out items to library patrons and checking in materials once returned	Ongoing	In-progress	Daily	Year-long		
Patron Registration - Registering new patrons, updating existing patrons, and issuing library cards	Ongoing	In-progress	Daily	Year-long		
Item Holds – Fulfilling library item requests and holds	Ongoing	In-progress	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	Ongoing	In-progress	Daily	Year-long		
Reference and Readers’ Advisory – Researching and responding to reference questions, and assisting patrons in book location	Ongoing	In-progress	Daily	Year-long		
Collection Development - Consulting reviews and recommendations for collection purchases. Making selection decisions based on the criteria in the Library’s Materials Selection Policy	Ongoing	In-progress	Multiple Times Per Week	Year-long		
Collection Maintenance – Continually evaluating the collection and weeding items according to various methods	Ongoing	In-progress	Daily	Year-long		
Cataloging - Cataloging and processing new library materials and donations	Ongoing	In-progress	Multiple Times Per Week	Year-long		
Assistance with Digital Resources	Ongoing	In-progress	Weekly	Year-long		
Children’s Programming and Events - Offering enriching children’s programs: storytimes, musical programs, afterschool activities, arts and crafts, etc.	Ongoing	In-progress	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.	Ongoing	In-progress	Daily	Year-long		
Scheduling speakers, presenters, and performers.	Ongoing	In-progress	Monthly	Year-long		
Maintenance of Library website	Ongoing	In-progress	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.	Ongoing	In-progress	Daily	Year-long	Administration	
Running reports to evaluate the collection and to manage overdues	Ongoing	In-progress	Weekly	Year-long		
Compiling statistics to complete the VT Department of Library’s Annual Report	Ongoing	In-progress	Yearly	January-March		
Volunteer Management	Ongoing	In-progress	Daily	Year-long		
Professional Development/Library Committee Meetings	Ongoing	In-progress	Weekly	Year-long		
Collaborations and outreach with local schools and daycares	Ongoing	In-progress	Bi-Weekly	September-June		
Interlibrary Loan Services - Processing interlibrary loan requests and borrowing items from other libraries to lend out to Essex Free patrons	Ongoing	In-progress	Daily	Year-long		
Creation of seasonal displays in the children’s area and adult area. Maintenance of community board.	Ongoing	In-progress	Weekly	Year-long		
Shelving	Ongoing	In-progress	Daily	Year-long		

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