

## 2024 Work Plan – February Update

### Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2023 Year in Review	Val Stevens	Q2	Q3		
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2024?	In Progress	Legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2024?	In Progress	Transfer and Operating Agreement take precedent. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.

### Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q1-2024	In Progress	Opening to public March 2, 2024
Direct Mail Campaign	Amy Butcher	Q2	Q4		
Technology Equipment Upgrades for Service Desks	Becky George	Q2	Q3		
Inclusivity, Diversity, Equity, Accessibility (IDEA) Strategy	Valerie Stevens	Q2	Q4		In partnership with Town HR; preparing to roll out first module to staff in Q2.
Keswick Alcove renovation	Valerie Stevens	Q2-2022	Q1-2024	Complete	Furniture to be moved in February & March.
Security gates-PE & KE	Becky George (Sarah James/ Karolina Roussakis)	Q2-2023	Q2-2024		Quotes extended to April 2024. Environmental scan has not provided solid data; library systems that have removed security gates have not conducted analyses.

## Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Redistribution of CYSA staff hours	Amy Butcher	Q1	Q1	Complete	One PPT position converted to PFT as of Jan 6.
eServices Technician increase in hours	Becky George	Q1	Q1	Complete	Eservices Tech. hours increase to avg. 24/week as of Jan 6.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	Grant applications have been submitted.