




Steve Robichaud
Library Director

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager

FROM: Steve Robichaud, Library Director 

CC: Lisa Golden, Director of Health and Human Services

DATE: August 22, 2023

SUBJECT: MOTION RESPONSE: July 25, 2023– C. Scott – Req. City Mgr. Provide Update Regarding Book Mobile Launch Into The Neighborhoods

The Library's new bookmobile arrived on June 22. It is currently parked in the Library parking lot, however, Library Director Steve Robichaud is in the process of seeking out a more secure parking space for the vehicle that is close by to the Library. The bookmobile is currently running on temporary, 45 day tags provided by seller, Farber Specialty Vehicles. The vehicle title and full sales documentation will be forwarded to the Library once payment is made in full. This is currently in process. Once title and sales documentation are in hand, the Library will be able to formally register and insure the bookmobile in the state of Massachusetts.



Funding for the three Bookmobile positions (Bookmobile Librarian, Bookmobile Library Assistant, Bookmobile Library Aide) was approved as part of the overall Library budget for FY24. The positions were posted on July 20 and will be up until August 10. With the jobs being



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posted, we are anxiously awaiting the interview process and planning for the training and onboarding process for the new hires.

In the meantime, the Coordinator of Community Planning and Assistant Director have been working on a manual that includes information about bookmobile maintenance schedules, driving rules and expectations, overall information related to bookmobile procedures, emergency guidelines for the bookmobile, and technology needs and usage for the bookmobile and patrons.

Also in discussion is the timeline for route schedules and how we transition between seasons, possible locations in each neighborhood as stops (once staff are hired and trained, and then regular stops), procedures for requesting the bookmobile at an event, and an extensive discussion about how to catalog the books, highlight new materials, what should and should not be on the bookmobile, loan periods for bookmobile items, and ordering items for the bookmobile based upon patron recommendations and requests.

It is our hope that all final details and training will be approved by the end of the month so that when we begin to onboard new staff, we can implement everything as soon as possible and starting visiting all neighborhoods no later than November 1.