

## February 2017 Director's Report

### ❖ Staff

- I am most of the way through compiling survey results. I will email when done so we can start talking about them at the March meeting and start planning based on the results.
- The February Merri-Hill-Rock meeting was held at our library. It was a joint meeting with the NHLA – IT group. There was a presentation on using Excel by Peggy Thrasher, discussion about fake news and upcoming conference ideas for the IT section. About 30 people attended.
- I met with the Hunts. Leslie is going to volunteer as soon as her Criminal Background check comes back. Steve has submitted his letter of intent to be appointed as an Alternate Trustee. He was on the Strategic Planning Committee of the previous Library Board that he served on.
- I have started reviewing job descriptions.
- Doing some additional cleaning of files in the Director's Office.
- We have contacted most of the Condo Associations in town asking to post flyers about our programs. A few have agreed; a few have no place to post anything; one is going to include an informational sheet about the library in their manual that they pass out to new residents and once a year to everyone; another is going to post the calendars on their web site.
- We are doing some analysis on circulation statistics comparing year to year for each type of item we lend. Determining what areas of the collection need attention.
- Set up the Amazon Smile information on the web site and in the newsletter for the Friends. Hopefully we can drive a little extra money toward their fundraising.
- We have also been brainstorming on programming idea. Posting at the condos is one new way we are trying to get the word out. We are also putting flyers in local businesses that have information boards.
- Two different types of programs are coming up in March, the first is the documentary screening of Alice's Ordinary People. The filmmaker will be here to introduce it and answers questions after. The film will then be added to our collection. The second new program will be about Fake News and how to determine real vs. fake. The presenter has worked for many years for Reuters.
- Toward the end of May, we are planning a program around the Audubon Books. I'll be bringing them here for people to view. A woman from the NH Audubon society will be doing a presentation providing some education about the books and the significance of John James Audubon's work.

- Devin and Janet are planning a 'Pioneer Day' during the Spring Read of *Little House in the Big Woods*.
- I am planning the May Merri-Hill-Rock program. We are meeting at the Pelham Public Library and the presentation will be by Ellen Rainville, the Director of the JV Fletcher Library in Westford MA. She is doing a presentation on helpful tools for tracking and managing facility maintenance.
- We have a student intern from UNH/Manchester who is working on public relations and marketing.

❖ Building

- Bob completed hanging all the new blinds after finishing all the repairs that were needed. The two panes that were leaking in the large front windows have been replaced.
- Sally is painting the public restrooms on the first floor. The walls were stained and dirty.
- We had another large load of stuff removed from the basement.
- The carpeting project is now completed. There were a couple little things that needed to be addressed and they are now finished.
- The arm on the interior door was replaced so that it opens fully.