

September 2018 Director's Report

❖ Personnel

- Nancy McMullen attended Mental Health First Aid USA 8-hour course and is now trained to provide initial help to people experiencing mental health problems. She has shared tips with all staff members.
- Planning continued for the Open House on September 29th. The Friends will have a table on the second floor and they asked us to put the thrift shop on the brochure so people will go down to see it.
- Merrily Samuels and Janet Arden completed distributing flyers to the local businesses. Places that they did not get to personally, they mailed the flyer.
- The Book Sale was a huge success. Total taken in was \$3,452.60. \$99 in Library Loot or Middle School tickets was turned in for books.
- Janet Arden attended an NHLA workshop "Introduction to G Suite for Libraries".
- Merrily Samuels and Kate Thomas attended a meeting with the Overdrive representative that was in NH.
- Kate Thomas worked with Book Systems to convert our data from self-hosted to hosted by Book Systems. This resolved some long-standing issues that we were having and it actually has made things a bit faster.
- Devin Van Curen has moved all the youth programs sign-ups to online.
- In August, \$813 worth of donation books replaced worn out copies that we had on the shelf.

❖ Building

- Rosemary Krol met for a second time with the town engineer to discuss the drainage issue.
- We received an estimate from Ne-San to clean out the whole area along the side of the library.
- The town installed a "Library Staff Parking Only" sign going into the back parking lot. We are hoping to eliminate a number of cars just parked out there.
- The second floor painting is complete.
- The town replaced the Handicapped Parking sides in front of the library due to my request.
- We now have official work orders from Sally for anything we need done by the town. This is a way to track requests.