

November 2018 Director's Report

❖ Personnel

- Merrily Samuels attended a New Hampshire Society of Genealogists workshop with Michael Strauss, a Military Specialist.
- The Open House resulted in large increases in usage of the library. See stats sheet showing website visits, patron visits, circulation as well as Electronic Circ.
- Planning is underway for the event when all the town boards and groups will be at the library. A number of organizations have RSVPed that they will be here.
- Rosemary Krol and Stephanie Spyvee, attended the Merri-Hill-Rock monthly meeting. Tim Rohe from the NH State Library presented on the state statistics. There was a celebration for Karl Hildebrand the Windham library director who is retiring at the end of the year.
- Rosemary Krol, Merrily Samuels, Kate Thomas, Marcia Strykowski and Stephanie Spyvee all attended a webinar conducted by Atrium, our library system vendor. The webinar was about the Acquisitions module that we are considering implementing. This will streamline many tasks such as ordering, cataloging and budget tracking.

❖ Building

- The cabinets have been ordered for the workroom. Bob will install and build counters as well. Then the renovation will be complete. As part of the remodel, Devin Van Curen will be moving out into the main library and be situated in the children's area.
- The 10,000-gallon water tank in the basement was emptied by the fire department. The next day, it was inspected by a tank inspection company. The next day, it was refilled by the fire department.
- We have been collecting quotes for new furniture for the meeting room. Rosemary Krol will be putting together a proposal to present to the Friends of the Library asking them to fund the refurbishing of that room. The proposal will include new chairs, new tables that are on wheels and stackable, a new podium and painting of the walls.
- New batteries are being installed in the emergency lights and the exit signs.
- The can lights have all been replaced with LED bulbs.
- We finally found ceiling tiles that are close to what we currently have so stained tiles are being replaced.
- The Friends have seasonal items stored in the basement storage room. They have just stacked boxes up in the past but they are now ordering shelving units and will be storing their out of season clothing in plastic bins and then stacking them on the shelves.