

## September 2016 Director's Report

### ❖ Staff

- Nine members of the staff participated in CPR/AED training during our last staff meeting. All were certified and the Friends of the Library paid for it.
- I completed first draft of all the 2017 budget documents. I worked on some job descriptions as I was preparing for next year.
- I attend the Merri-Hill-Rock meeting. Budget presentations were discussed. I also volunteered to be on committee to plan presentations for the monthly meeting and have met with that committee.
- I attended the Town Department Heads meeting. Sally is looking into better dental plans and the co-pays on the town insurance will be going up in 2017. The Selectmen increased in stipend to 33% for people who can get health benefits but do not go on the town's insurance.
- Both Janet and I have deal with the representative from SOFA to look at scheduling programs from them. SOFA is the Society for Financial Awareness. They have volunteers who do presentations on various financial topics. One is scheduled for November 15<sup>th</sup>. You can look on their website [sofa.org](http://sofa.org) to see what types of things they do.
- We continue to take in surveys. We now have 537 which is only 24 shy of the original goal. I will close the survey after the carpeting project is complete and I can concentrate on the pulling all the results together.

### ❖ Building

- The leaks in the basement are now repaired and there has been no leaking. Although it hasn't rained a great deal, the area in the thrift shop continues to remain dry. That area was constantly wet even when it wasn't raining.
- I'm working with the rep from Ed's flooring to put together plans for the carpeting project. Details when we discuss it under old business.
- With Bob's help, we discovered how to work the fan in the Archives Room which hasn't been working in years. Merrily is monitoring the temp in the room so we can determine what the best setting is.
- A three-year-old got his fingers caught in the inner double doors to the library. He was given an ice pack and a lollipop and all seemed to be well.
- Sally will be painting the workroom before the new flooring is installed.
- The Friends purchased new shelving for the thrift shop with the donations for Elaine David. Bob is installing it for them.
- Part of the aluminum fascia on the side of the building along Mary E. Clark came off in the wind. Bob has a machine that will bend the material so he is going to replace it.

❖ Miscellaneous

- The Friends of the Library are paying the \$20 fee so the library will be listed on the map for the Town Wide Yard Sale on October 1<sup>st</sup>. The Library will have a table with books for sale. The Friends are doing thrift shop items. If anyone has sale items, they are welcome to come but you must set them up, price them and stay with the items until gone or the end. All those proceeds will go to the Friends.
- The Friends approved paying for one hundred *1000 books before kindergarten* from the state. This is a national program that encourages parents to read 1000 books to their child *before* they reach kindergarten. After they have reached 100 books, they receive the bag. Then they get a sticker for every 100 books after that until they reach 1,000. Once they hit 1,000, they receive a certificate. There are all kinds of hand-outs and bookmark and other items on the state site that we can use and put the name of the library on them.
- The Annual Book Sale wrapped up earning almost \$1,000 more than last year. We did go up on the price of adult hardcover books from \$1 to \$2. We continue to receive an incredible number of donations.