

April 2017 Director's Report

This is just an FYI on the Food for Fines numbers for the last three years.

Food For Fines analysis			
March Waived fines			
	Waived	Paid	Total
2017	\$ 233.16	\$ 521.22	\$ 754.38
2016	\$ 432.81	\$ 434.60	\$ 867.41
2015	\$ 267.67	\$ 512.17	\$ 779.84

❖ Personnel

- Stephanie completed some survey compilations. I'll have copies at the meeting.
- I started working on annual evaluations for this year. Stephanie, Devin and Merrily are all early April.
- I completed the paperwork so everyone receives the COLA.
- We are working on the summer schedule for the pages. They are both leaving for college so we will be looking for two more and we'll have them start before the end of summer.
- With the help of our intern, we now have an auction site on PublicSurplus.com in an attempt to raise money for the surplus furniture stashed in the basement. The town as well as public libraries in New Hampshire have already been given a chance at all of these items. I'll send out a link when it goes live.
- Changes have been made to the Town Personnel Policy. I had to notify all staff, explain what the changes are and how they affect Library Staff. All staff members had to sign the understanding and acknowledgement form. The signed copies of the acknowledgement form are in each person's file here at the library as well as at Town Hall. I have copies of the changes to hand out at the meeting.
- I am working out the schedule for the extra hours we budgeted for and changes should start with pay period 10 – April 24th.
- Some staff are planning to attend the New Hampshire Library Association annual meeting in May. Kate is planning IT programs since she is the co-chair of the IT section.
- I am organizing files and paperwork for the annual audit.
- I organized the May meeting for the Merri-Hill-Rock group.

The items below are a direct result of the survey responses and are the latest changes. We made some physical changes to the library early on after seeing some of the responses. We will continue to make small changes as we go along. Larger changes as well as changes that need funding will have to be part of the ongoing plan.

- Marcia set up the Library's twitter account. Our intern set up our Instagram account. We are working on a procedure for feeding content to all those accounts along with the Facebook page. This all goes along with our attempts to attract new patrons.

- For the job skills program, we tried using the Facebook promotion feature. We spent \$5 to have Facebook promoted the post for two days in a targeted audience's feeds. It is something we are going to try for featured programs, again in an attempt to attract new patrons.
- The Friends agreed to pay for the first year of Universal Class. The cost is \$750 and patrons will be able to take over 500 classes. They range from accounting, real estate, test preparation, animal care and web development and everything in between. It will go live on May 1st. We had numerous requests for this type of service and responses to the survey indicated even more people are interested in this type of service. I will consider putting it into the budget for next year, if we have the numbers to back up the request.
- Michelle is going to start teaching Excel classes starting in May. If beginner Excel goes well, she will proceed with more advanced Excel classes.
- Merrily is working on a way to get our ILL process online.

❖ Building

- There was no leaking in the basement during the slush storm and with all the rain that followed.
- I've been in contact with mold specialists and am trying to find the appropriate company to come in and see about removal.
- The Merri-Hill-Rock meeting in May will have a presentation on Building Maintenance and how to plan for it. It will be nice to put something together for ongoing maintenance and planning purposes.