

## Librarian Report: March 2015

### Children's Program:

- **Infant Story Time and Toddler Story Time** -- Azra started her first infant and toddler program on March 2<sup>nd</sup> and March 6<sup>th</sup>. Started off with celebrating Dr. Seuss's birthday, St. Patty's Day and Spring. Books and crafts will match with themes.
- Easter Kid's Craft will be Friday, April 3<sup>rd</sup>. Azra is bringing her bunny, Paco!
- The Nut Job was a hit. We had 18 children and 5 adults.

### Third Monday Book Club

- March book is "The 100 Year Old Man Who Climbed Out A Window and Disappeared" by Jonas Jonasson. Discussion March 16<sup>th</sup>.

### Knitters

- The group meets steady (4-8 patrons).

### Chess Club

- Mathew Bohn continues to meet on Tuesday evenings. It has been slow to catch on. 1-2 players.

### Library System/Building Maintenance

- The solar panels have been fixed and Bill Dowey informed me that they have started generating as of Saturday, March 14<sup>th</sup>. The work on them was completed on Friday, March 13<sup>th</sup>.
- The table plate recognizing Peter Brown arrived. We will need to decide on a location to place it and if there will be a dedication etc...
- Leak in the Library. Started at 2pm on Monday March 16<sup>th</sup>. 2 related leaks coming through in the area of the DVDs. Archie called CCI. They came to look at it. They will look into fixing it and checking on the cost. They will send someone over Wednesday, March 18<sup>th</sup> to shovel off the roof. Archie will be in communication with them (CCI) about the logistics of getting the work done, insurance, payment etc.

### Staff

- **Sandy:**
  - The policies have been cleaned up and updated. Forms have been added to the back of polices.
  - I have rewritten all the job descriptions and am ready for reviews for Cindy and Sharleigh. I reviewed Azra's job description when she started in February. She will have a formal review at six months. I have an evaluation from that I would like to use. I will need approval on that and job descriptions.
  - Town office will be providing Department Head Training on the evaluation process.

- I gathered examples of personnel policies from other libraries and submitted to Rosemary.
  - All programs through December 2015 have been scheduled.
  - I am writing 2 Grants for the Library. One for the children and providing a Summer Reading Kickoff Program called the KBA Grant; the other through the Rotary. The Rotary Grant is a \$5,000 one-time money. I would like to use it to upgrade our library system to Atrium. There are many surrounding libraries that are on this system. This would be a good step up from what we have now. I'm looking at total cost of migration and training, along with the annual fee for maintenance. The grant needs to be submitted by March 27<sup>th</sup>.
  - I need to gather all program happenings for the Library, so they can be added to the Town of Bristol Happenings Brochure. This needs to be done by April 1<sup>st</sup> and given to Leslie Dion (TTCC).
  - Town Meeting on Saturday, March 14<sup>th</sup> went well. The town voted to put \$9,000 back into our budget for a new staff position.
  - Waiting for a Bristol police officer to speak to me about patron who lost Library privilege. I have had feedback from past director and waiting for more information to present to Trustees.
  - I'll be going to the High School on Monday, April 6<sup>th</sup> to participate in recommendations for after school ideas (survey)
- **Azra**
    - Azra attended the Chilis Conference. She came back with ideas for the "Hero" Reading theme and learned a lot about children's programming.
    - Keith Munslow will be the presenter for the Summer Reading Kickoff. That will be at the TTCC on Wednesday, July 1<sup>st</sup>. His program contains songs, stories, cartoons and comedy with a hero theme.
    - Azra is being trained on our book publisher, Baker & Taylor, uploading files, adding books to carts and processing once the books arrive.
    - Azra started the Infant, Toddler and Teacher Jen programs in March. She is planning an Children's Easter Craft for April 3<sup>rd</sup>. The Friends will be helping.
    - Azra and I are working with TTCC and Project Promise for 2 afterschool library programs for the spring. Brainstorming on ideas.
  - **Cindy**
    - Cindy has reviewed her job description. Ready for performance evaluation review.
  - **Sharleigh**
    - Will be working on her performance evaluation. Her job description has been written. She will stay on with the Library as a substitute once a new high school page is hired.

### March Programs

- **Bristol Historical Society – Saturday, March 21<sup>st</sup> at 1pm** Historic photos and postcards of Bristol, NH by Dave Roberts. Light refreshments will be served. Lucille Keegan will set alarm for

the Library since the program is scheduled to go beyond 2:00 closing time. She has key and code.

- **UNH Speakers Bureau Program – Thursday, March 26<sup>th</sup> @ 6pm Henry Smith “Life in Paris”**  
*This presentation is a collection of images and stories Professor Smith has collected over his many years of ongoing travel to French soil. Informative and entertaining, he shares his keen interest in life in France, social and political, past and present - the bouquinistes, art and graffiti, his personal encounters, the open air markets, cemeteries, and so much more!*  
*Henry M. Smith is an emeritus professor of the University of New Hampshire where he was a lecturer in French from 1988-2005. He holds a Master's in French Language, Literature and Civilization. He travels to France every year to keep up with life in France - language, culture, and life on the streets."*
- **Friday Matinee at the Minot-Sleeper: Friday, March 27<sup>th</sup> @ 3pm – The Theory of Everything rated PG-13** (popcorn and drinks served)
- **Kid's Easter Craft – Friday, April 3<sup>rd</sup> at 3 pm** \*\*\*The 10:30am toddler program will be canceled in lieu of Easter Craft.\*\*\*

### **Friends of the Library**

- Friend's continue selling Bricks. When Spring arrives, Archie will need to place them.
- Friend's will be getting together to have at least 6 Friend's go through background check.
- A discussion of a book sale is in the works. This will help with fundraising.
- The Friends are also looking at selling book bags as a fundraiser.