

Librarian Report / September 2014

Programs:

- **Summer Reading Update:** A success! The total number of minutes read by children for the Summer Reading Program was just over 109,000. This would be an increase of 29,000 minutes. Quite the increase! If you add YA, it would be approximately 120,000.
- **Children's Programs**
 - **Infant Story Time** –Starts Monday, 9/15 at 10am (Story time for infants/toddlers and parents. In the children's room. Friends will be volunteering their help. Deborah had originally scheduled this program at the TTCC, but it has been moved back into the library.
 - **Toddler Story Time** - Starts Friday, 9/5 at 10:30am (Stories, songs, fingerplays, crafts and snacks. Friends will be volunteering their help.
 - **Teacher Jen/Kindergarten Reading Time** (Story time and children will be able to spend time with their teacher looking for material to check out)
- **Third Monday Book Group**
 - **Art Forger** – Monday, September 15th

Friends of the Library:

- **Purchases for the Library**
 - 4 wastebaskets
 - 6 felt/plastic tablecloths
 - Renew the library Public Performance Site License
 - Making a foam cord boards for the upper cathedral windows (they will have a hook with rod) + Black curtains on lower section of the windows with expandable rods)
- **Brick Program**
 - They would like the Director to order and pay for bricks with credit card and then reimburse with Friends check
- **Program Hours Extended**
 - The Friends would like to have the Adult Programs start at a later time (7-9pm) pay or volunteer to lock doors
- **Computer for Children's Room**
 - Some Friends want to have a computer in the children's room (without internet) They would like the Director to do some research on the benefits of this possibility. Statistics on relevancy.

Building Operations:

- **Library closure September 12th from 11:30am-1:30pm for employee luncheon held at the Fire Station**
- **Computers**
 - I had some difficulties with passwords etc...I feel that I now have located most of them.
 - Laptop for Deborah: Acer \$370.99 and Dell \$399.99; from techsoup: microsoft professional \$32, windows 8.1 for 64 bit is \$25; Quickbooks for 1 person use is \$45, for 3 people it's \$99
 - Ray Courchane spent the morning of Thursday, Sept. 4th evaluating/fixing the 6 patron computers. The 3 newer machines had issues with program installation. He took 2 of them home to uninstall programs and then reinstall. He stated that because the 3 newer computers were refurbished they seem to have the most issues. They will most likely need to be replaced. Whereas the older ones seemed better. He did not have time to secure our wireless printing issue and will need to come back for that and placing the 6 patron computers more securely. He did go over the time for the Trustee allocated money. We will need more money for his services. He was extremely helpful and informative. We may want him to come periodically for maintenance (?)
- **Key Box** – all keys have been accounted for and securely placed in the key box, except for janitor closet and basement key. The cleaning people will keep a copy of the janitor closet. The Water department will keep a key to the basement. A copy needs to be made. **Keys will be checked out from the box when needed.**
 - Director spoke with Rotary about locking the building and breaking down tables. They have been wonderful!
- **Filing Cabinet**
 - Financial documents have been placed in the upper drawer (Trustee bank statements, Library invoices, etc.
 - The lower drawer is reserved for Friends information, building information
 - All employee information has been placed in the Director desk for privacy
 - New Copy/Fine Report Document made. This will insure more accurate account of money coming in.
 - Desk drawer money has been secured.
 - Trustee book donation money has been secured
- **Dehumidifier**
 - This gets plugged in every morning and runs throughout the day. Approximately, 1-2 containers are filled and dumped each day. The setting has been placed at 35% humidity. Wetter days get more water.
- **Ladder**-Archie reinforced our current ladder, and it feels safe to use. No need for a new purchase.

Credit card

- Archie and I opened an account with Franklin Bank. I have a working debit card and have purchased 4 children's DVDs from \$50 donation

Website

- A new version of the Library website was launched a few weeks ago. Still a work in progress, but please give input.
- Newsletter went out.

Staff

- **Deborah Thouin** will be attending CHILIS on October 9th
 - Deborah purchased children's books for the family donation of \$200 in honor of George Corrette. All books have arrived except for 1. A special gift plate was made and designed by a granddaughter of Corrette's.
- **Part-time Assistants**
 - Megan Geldermann's last day was 8/6/14
 - Liz Skiffington's last day was 8/26/14
 - Is it possible to hire a part time staff (?)

Internal Audit 9/18/14 @1pm

Purchase space in the Courier Yearbook ??