

DIRECTOR'S REPORT- JANUARY 9, 2017

PERSONNEL:

Volunteer Hours:

Mary Tronc – 4

Connie K. – 0

Nick Ellis – 6

COMMUNITY RELATIONS:

Two large boxes of hats, mittens, gloves, and scarves will be delivered to District 429/Central School for children in need this winter. We will also be taking a large amount of non-perishable food items to local food pantries. Our donations for both the Mitten Tree and "Food for Fines" through the month of December were the biggest the library has seen. I really feel this is in large part due to WJEZ's assistance in promoting these charitable opportunities within the Library. I am very grateful for the partnership we have with them.

I made the difficult decision to close the Library on December 17th due to bad weather conditions. Unfortunately this meant that our Gingerbread Decoration Contest was also cancelled. A public apology was posted on our website and Facebook accounts for the community. WJEZ shared the same text on their Facebook page and website. I will prioritize a similar event for next Christmas.

I have the final drafts of both the Per Capita Grant and the Live & Learn Grant for review. They will be submitted to the state this week. I am extremely appreciative of Bruce's help in completing the Live & Learn Grant information.

For January and February, I will have the staff working on the following projects to better prepare our program and storage spaces for the Summer Reading Program.

- Collection weeding
- Shelf reading
- Program Room closet/cabinet organizing
- Archive Room organizing

I have posted a Part-Time Circulation Clerk position in the Library, on the website, and on the Facebook page. WJEZ has shared our information on their Facebook and website as well. I will be conducting interviews soon.

For January we will be hosting the following programs in addition to regular weekly Story Times and Lego Club:

- January 19th - Community Training Night for new print, fax, scanning, & HotSpot services
- January 21st - *Frozen* Lunch & a Movie
- January 26th - Community Training Night for new print, fax, scanning, & HotSpot services
- Winter Jigsaw puzzle table
- Adult Coloring table