

Library Director's report

Prepared by Director Susan Getty

October 2, 2018

Monthly statistics: statistical summaries for the month of September 2018 will be available at our meeting.

Financial/Donations:

- Nothing new to report in this category for this month.

News/Issues:

- Peg Culver and Peg Underwood have been working on sorting through and tidying up our historical cabinets in the office. Peg C. has generated lists of what materials we have available, so that library patrons/researchers can easily know what is there, and they can ask to look at what they might need.
- In this process, Peg C. and Peg U. have set aside a small collection of old books that do not fit with what belongs in the cabinets. They are very miscellaneous types of items, with little local historical significance. Peg U. will be investigating the value of these items on our behalf, and will keep us apprised of her suggestions as to what we should do with them.
- Our new computer (for the circulation desk) arrived and was installed by a computer tech from SALS on 9/20. We now have the older computer for staff use on the desk in the office. As it happens, the old circulation computer was definitely in need of an update, as it is the oldest computer we own, but it is very appropriate for use as a backup staff computer.
- Mary Hanley from SALS, the computer tech who was here on 9/20, generated a list for me of all of our computers, the dates we installed them, and the dates by which they would need to be replaced. Very helpful information! Barring unforeseen circumstances, we should not need to replace any more computers until in the year 2020.
- We are planning to start to gather information on our hours of operation in the month of October. We will keep a tally of people walking in the door, broken down by the hour of day. We also will distribute a very brief poll, asking people what hours would work best for them to use the library. This information will help us as we decide whether or not to expand our hours.
- I have been informed by Kathy C. that there will be a sexual harassment training, mandatory for all employees, on 10/15 at 6 PM at the firehouse. I have informed all of the library staff.
- My hours: for the past month have averaged around 22 hours/week.

Programs:

- Silent Book Club: we had our first meeting on 9/10, with three attendees. We will be having a second meeting on 10/1.
- Story Time will begin on 10/3, and will happen each Wednesday morning at 10:30. Melissa Curtis is volunteering her time for this program.
- For the “Fall Into Salem” event on Saturday, 10/6, we will be offering a special Fall Story & Craft program 11 AM. Melissa Curtis is volunteering her time for this, as well.
- The Washington County Office for the Aging will be offering a lunch for seniors on Wednesday, 10/24, at noon.
- Sarah McFadden of Cornell Cooperative Extension Rensselaer County offered the “Staying Safe Online” program on 9/6, with only two attendees. She decided to cancel the “Creating Email Newsletters” program which was due to happen on 9/20 because there weren’t enough people signed up. We may try again another time, but this is uncertain.
- Sue Morrison has offered to do an adult craft night for us in early November. We will start publicizing this soon.