

# Director Report October 17, 2017

## Administrative

- Submitted Quarterly Grant Report to NHDHR for National Register Nomination
- Performed annual reviews of Glynis Knox and Gail Fike
- Training Holly Johnson
- Analyzing Albany Non-Resident data

## Technology

- Purchased new server from Computer Port to support local shared network and staff thin clients. Cost approx. \$2,200
- Office 2007 will no longer be supported by Microsoft as of April 2017. Library migrating to Office 2016.
- Considering using Google Calendar for public programs

## Collections

- Library to begin offering ukulele's for checkout thanks to donation from North Conway Music Center
- Received and working on 2017 Ebsco Magazine Renewal

## Outreach/Programming

- Tessa spoke to the "New Life Group" at Memorial Hospital about Library resources
- Tessa has served on the "Raising Mt. Washington Valley" committee
- Tara is serving on the Carroll County Early Childhood Coalition
- One Book One Valley grand finale presentation by Michael Tougias is October 27 at KHS auditorium. Tom Eastman is doing a feature story to run the weekend before the event.
- "Granny D" program is October 18th

## Professional Development

- Monthly staff meetings being used as a training opportunity to review Library electronic resources

## Buildings and Grounds

- Recent survey via email indicates parking remains a problem
- New condenser installed for air conditioning system. Cost approx. \$3,000
- Fall boiler service by Apex completed October 6th
- Carpet cleaning took place October 10th. Cost approx. \$430
- Story on roof project ran in Conway Daily Sun September 21st

Respectfully Submitted,

David Smolen