

Director's Activities:

1. Recent Projects:

- a. IMLS award PR
- b. Staff scheduling
- c. Tech troubleshooting
- d. Program PR & hosting
- e. Party logistics & PR
- f. Ordering materials for collections
- g. Meeting room reservation communications
- h. Delegating!
- i. Etc.

2. Working Goals:

- a. Ergonomic Study (Rob Adams interested/willing, maybe others)
- b. SHS digitization project (waiting on set-up of film scanner & then originals from SHS)
- c. Acquisitions procedures in Koha
- d. Budget setup in QuickBooks
- e. Visualization of Data/Statistics, Style Guide
- f. ANF reorganization (w/Tricia), AV shelving expansion (lots of shelving on the way!)
- g. PR training for programming staff
- h. Reorganize director's office
- i. Director's responsibilities, time management, delegation
- j. Monthly (at least) check-in meetings with each staff member

3. Scheduled Happenings:

- a. 4/10: Town Department Head meeting
- b. 4/15: IMLS Award Celebration!
- c. 5/1: Town Department Head meeting

Note: the entire staff went far above and beyond while I was away at the PLA conference. They kept the social media promotions for the IMLS #ShareYourStory campaign, managed the staff schedule, kept an eye on the weather, ordered in-demand titles, learned to do parts of interlibrary loan, refilled displays, created program publicity for adult programs, and supported each other as everyone took on much more than usual. I couldn't be more grateful to work with such a great team – and I couldn't be more proud of how each person rose to challenges and grew into new potential. Wow. Just wow.

Library Department News

Adult Services: *from Tricia*

No report.

Children's Services: *from Sam & Sara*

Upcoming Events/Programs:

- [Little Makers](#) 4/3 1:00-1:45PM
- [Drop in: KEVA Planks creative challenge](#) 4/10 2:00- 5:00 PM
- Make a Difference Club 4:00 PM

Notes:

We had a patron tell us that one of the books from our parent teacher collection, *Balanced and Barefoot*, helped her to find a summer camp for her child.

One of the ways we collaborate with Stratham Memorial School is making resources readily available for the 2nd grade's big wax museum project in March and April. We have pulled all the fairytales and fractured fairytales and put them on one display to make it easy for parents and kids who need to find multiple different versions.

Sam has done some additional 3D printing. We had a middle schooler help us by creating a design in the design program Tinkcad. We successfully printed his design, so we have done our first original print! Sam also loaded our logo into a site that translates pictures into 3D designs, lithophane, and it printed successfully too. When we have had the 3D printer out and running either at the kid's desk or up front we've always had multiple people asking really excited questions about what it can do!



Teen Services: *from Lucia*

No report.