Wolfeboro Public Library   **Librarian's Report for December 2017**
Prepared for the January 8, 2018 Board of Trustees Meeting

Building Issues:
On December 11th a plumbing problem developed in the men's room and the adjacent janitor's closet. The blockages appeared to be a related to the similar problem that occurred in November in the restroom across the hall. The plumber was able to promptly get the problem resolved that same day.

Attempts to fix issues with some of the canister lighting in the library resulted in the discovery that the fixtures were crumbling and needed to be replaced. The electrician worked on December 28 to replace fixtures in areas where the lighting was completely out or where falling light bulbs would create a potential hazard.

Other:
The library proctored four final exams during the month of December for a student who is getting his education online. Librarians are one of the few potential officials that such schools will approve to proctor exams for distance learning students.

The library closed early on December 12th due to bad weather conditions.

The library's public printer/copier/scanner suffered a serious mechanical malfunction that caused the machine to be out-of-order for almost a week while awaiting replacement parts. Library staff developed several alternative methods to provide these services, on a limited basis, until the problem was resolved.

Staff Development:
Susan Fuller, Library IT Coordinator, attended a meeting of the Rochester Area Libraries Co-op on December 7th. The focus of the meeting was resource and information sharing.

Library staff participated in two special staff work days on December 1 and 15. There were two primary tasks that the staff focused on: program planning for the entire year in 2018 and catching up on backlogs of processing material in and out of the collection.

Programming:
The library presented 16 programs in December. The programs included book discussions, story times, a short film about opera, a discussion of Irish genealogy research information and a holiday craft program for all ages.