

Office Operations & Administration Report January 2018

Library Inventory

I have completed the inventory of the carriage, harness, and hardware catalogs. I am finishing up entering this data into Past Perfect and beginning to print and install bar codes to the collection. Completion of this task is a goal for 2018.

Reading Room

I purchased two chairs (a reading chair and a task chair) as well as a lamp for the reading room.

Newsletter

I researched and composed an article on Brewster Green for the Fall newsletter. This was printed and distributed to over 400 contacts, together with the annual appeal, at the end of November.

Williamsburg Symposium

I am preparing a display board of transitional carriages/motor vehicles from the period 1905-1915. The images depict 'motorized carriages' that resemble their namesake carriage types in most ways except for accommodation of steering wheel and motor. I will attend the Symposium and assist Jill and Kathleen with administration of the CAA booth as well as the CMA table.

Sprinkler System Report

Landmark Systems has completed installation of the new fire suppression sprinkler system.

Miscellaneous Administration

My remaining time has been spent on the usual administrative activities, responding to a variety of research questions, coordinating with Beachdog regarding a few website issues, inventorying our bookstore holdings for year-end adjustments, and greeting guests to the library.

Respectfully submitted,
Virginia Goodman