



Monticello Director's Report

Tuesday, September 13, 2022

1. Programming
 - a. Jammie Jams storytime at 6:15pm on Mondays, starting September 12, led by Elizabeth. Would like to add additional morning storytimes, too.
 - b. Wonderful Wednesdays at 3:30 start September 14 to offer something for school-aged kids. Will offer crafts or activities and a snack.
 - c. Stuffed Animal Sleepover coming up on October 3.
 - d. Monthly scavenger hunt for kids with a small prize if they find everything.
 - e. Class visits are starting! We're welcoming our first group on September 14.
 - f. Working on mental health programming with UW-Extension, trying to work with DATCP to set up tech safety/ID fraud programs, looking into a program partnership with Community Co-op.
2. Village Update: Nothing to report.
3. Finance Update
 - a. Changed banking information over with Greenwoods State Bank on 8/19/2022
 - b. Added Blackstone Audio as an audiobook vendor. They have an Editor's Choice program that waives the \$2.95 repackaging fee and also provides a 10% discount and free shipping.
 - c. Opened an account with Staples to order our office supplies. 2% discount on all purchases, free toner recycling, free shipping.
 - d. Re-evaluating other book vendors, especially for kids books.
 - e. Ordering AV through Midwest Tape or Amazon, whichever is most cost effective.
 - f. Would like to look into paying all invoices by credit card.
 - i. Easier for the Village to just cut one check after invoices are approved.
 - ii. Easier for me to reconcile off of just the one credit card statement.
 - iii. No more late fees or missing payments because everything can be paid at time of purchase.
4. Incidents at the Library/Request from Public: None
5. Projects
 - a. Cleaned out and painted back room and organized storage room
 - i. Want to offer back room as a meeting space for public groups, as well as use for library programming.
 - ii. Meeting Room policy needs to be updated; the current one is included in the Board packet so that we can look at revisions for our October meeting.
 - b. Board game and puzzle collection was added at the end of August. All games that were just sitting in storage, so it was a zero-cost collection. Hopefully we'll see more usage out of these moving towards cooler weather and people realizing we have them on offer.

- c. Repackaging audiobooks
 - i. Many of our audiobooks were cataloged in the cardboard boxes they ship in, so Sienna, Delaney, and I worked to get them repackaged and correctly cataloged so they're easier to find and browse.
- d. Weeding
 - i. Adult nonfiction has been weeded and shifted. Upcoming projects include relabeling the biography collection and integrating it into the regular nonfiction shelving and turning that shelf space into a local collection that features Wisconsin authors, topics, etc (and recatalogs a lot of the local stuff that never made the migration to Bibliovation), as well as weeding youth nonfiction and combining the early reader and regular nonfiction.