

Director's Report

Tuesday, January 14th, 2020

1. Announcements
 - a. Library Legislative Day is Feb. 11th
 - i. Please contact me by Friday if you would like to join me there.
2. Ongoing Projects
 - a. LINKcat
 - i. Working on the Audiovisual collection.
 - ii. Response has been neutral. I believe more patrons are ok with the switch. They are excited to be able to access the catalog and their accounts again.
 - iii. School was very generous in providing our own email blast to their list and placing card applications in all the elementary students backpacks.
 - iv. We have been receiving a steady flow of general patron, student and new teacher card applications.
 - v. I am optimistic for the future and continuing to grow with the school.
3. Upcoming Projects/Events
 - a. LINKcat is still our focus and finding our groove from day-to-day. Updated operations structures and list of duties are being made internally.
 - b. Director and Library Board President are meeting with the Village Auditors Jan. 21st.
 - i. Are there any questions we can take from the board?
4. CE/Meetings Attended
 - a. Dec. 11th - Director: School Board Meeting
 - b. Dec. 18th - Director: School Holiday Luncheon as a volunteer server
 - c. Dec. 18th - Director: Green Co. Director's Meeting
 - d. Jan. 10th - Director: Annual Report Webinar
5. Closures/Overtime
 - a. Closure: Dec. 24th-26th (Holiday)
 - b. Closure: Dec. 31st - Jan. 1st (Holiday)
 - c. Closure: Dec. 11th (Weather)
6. Incidents at the Library
 - a. 2 Incidents
 - i. Patron Behavior: Altercation between two children where one was invading the others personal space the the child retaliated by hitting the

other in the arm. This was not observed by staff directly. Krytal stepped in to speak with both children. A few minutes later the parent of the first child came and yelled at the child for hitting. Director stepped in and parent left.

- ii. Staff: Library Assistance left the library unlocked going into the Christmas break. Director was called the following morning when it was discovered and called in by a patron. Director and Library Assistant reviewed the footage together and discussed the implications of such an oversight. The Library Assistant texted the Director for the following week about the doors and the report is in their personnel file.

Please reach out with any questions.