

Director's Report

January 8th, 2019

1. Worked with staff members to:
 - a. Finish weeding our Juvenile Nonfiction collection based on circulation statistics and condition.
 - b. Continued to transfer the DVDs to their new displays.
 - i. Reception has been mostly positive from patrons.
2. Continued to run the library with limited hours and staff.
 - a. Processing, cataloging, daily tasks, ordering, cleaning,
3. Attended the Village Employee potluck on Dec. 14th.
4. Attended the Monticello Village Meeting Jan. 2nd and delivered a report on the library.
5. Offered Krystal Watkins the position of Youth Service Coordinator with her first day being Jan. 7th, 2019.
6. Conducted Austin Blumer's 6 month evaluation. Promoted him from the Library Shelver position to Library Assistant and have began to train him in the role.
7. Coordinated the delivery of two of our DVD towers to Albany Public Library.
8. Rescheduled our Card-Making Class for Feb. 4th at 6:30pm.
9. Prepared the library for the holiday breaks.
10. Director prepared for the WALP conference as a lead organizer.
11. Overtime:
 - a. 1.5 hours on Tuesday, December 11th due to library board meeting prep and interviews.