

Director's Report

October 9th, 2018

1. Worked with staff members to:
 - a. Finished weeding our CD and Biography collection based on circulation statistics and condition. Began weeding our Juvenile Non-fiction collection. This is the last section that needs weeding.
 - b. Continued weeding patron records that were inactive for longer than 10 years.
2. Worked with Brian from the village to properly dispose of some of the weeded materials which weren't being rehomed by our patrons.
3. Seamless Gutters Unlimited worked on the shed to prevent further water damage.
4. Audio Video Solutions is working to schedule us for installing the security cameras in the next few weeks once the supplies arrives.
5. Beginning to move sensitive documents into the new floor filing cabinet including patron records, employee information, financial information, etc.
6. Continued my meetings with SCLS as a new Director sharing our interest in learning more about joining LinkCat and other applications of their resources.
7. Connected with my new mentor from SCLS Carolyn Shaffer of the Black Earth Public Library.
8. Wrote new job descriptions for the Youth Services Coordinator and Library Assistant positions.
9. Attended a training day with other Green Co. Librarians at Brodhead about Active Shooter Training and other various topics September 19th, 2018.
10. Brought two new library trustees onboard and gave them their handbooks to lookover.
11. Mailed out signed financial statements from the board to all of our major vendors.
12. Changed the signers on the accounts at the bank.
13. Attended a Friends of the Library meeting on September 27th, 2018. We discussed the Silent Auction for November 10th, 2018 and two officers were appointed.
 - a. Began working with them to host a Mixer on Tuesday, November 13th at 6pm to invite all the current Friends to. This will help reconnect and rejuvenate the group.

14. Constructed a vendor survey to assist me in evaluating our current vendors. This survey was sent out to librarians locally and nationally. I will push it once more before bringing some of the results to the next board meeting.
 - a. I would also like to hold off making any firm decisions until after I have attended WLA conference later this month where I will be able to meet with the vendors directly.
15. Accepted the resignation of three staff members:
 - a. Carolyn Seaver
 - i. Last Day: September 28th, 2018
 - b. Zoe Buehl
 - i. Last Day: October 20th, 2018
 - c. Sharon Knight
 - i. Last Day: October 9th, 2018
16. As such, some of my efforts in the past month have shifted to being trained in circulation, publicity, programs, and other responsibilities that are now on my shoulders. Certain director related tasks have had to be postponed. I thank you for your understanding.

Over the next month:

These are the items I will be focusing over the next month and what you can expect in my next report:

1. Moving the library to limited hours.
2. Beginning to disseminate and post listings for our two job openings.
3. Finish weeding project
4. Friends' Silent Auction, November 10th
5. Learning how to run the website
6. Finishing entering the finances onto the spreadsheets up to present
7. Create new social media account for library