



# Monticello Director's Report

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Tuesday, November 10th, 2020

1. Announcements
2. LINKcat/SCLS
  - a. August: 968 Items Checked-out; 386 Holds Placed; 4 Patron Cards
  - b. YTD: 6801 Items Checked-out; Holds Placed 2217
3. Programming
  - a. Activity Bags: Very successful. We are planning to place bags for all ages in the entryway to offer better access in the winter months.
  - b. Halloween: Over 120 trick-or-treaters stop by during a 2.5 hour period. We only stopped due to lack of candy!
4. Reopening Update
  - a. Expanded Library Appointments: Since we expanded the new service Nov. 2, we have hosted the 4th Grade students for a visit. They plan to return each month as the weather holds.
5. Village Update
  - a. At the November 4th Village meeting, it was decided to cut the Library Levy amount by \$5,000.
6. Finance Update
  - a. Director needs to enter October and November bill sheets to the monthly reports.
7. CE/Meetings Attended
  - a. Youth Services: Currently enrolled in a UW Madison course -What's New In Children's Books? Has also attended 5 webinars in the previous month.
  - b. Director: Attended 1 webinar and 9 community meetings in the previous month.
8. Closures/Overtime
  - a. Closed: March 17th to July 1st
  - b. Curbside: May 5th to Present
  - c. Express: July 1st to Present
  - d. October 8th: Closed at 4pm due to carpet cleaning
  - e. October 21st: Closed at 6pm to attend Village Finance Meeting
  - f. Director: 4 hours of overtime October 9th to cover shift
9. Incidents at the Library/Request from Public

10. Horizon - continue on reverse-

- a. Library Employee Reviews: October
- b. Wednesday Live Stream: Dino-vember!
  - i. Most Wednesdays at 3:30pm