

Director's Report

November 12th, 2019

1. Announcements

- a. Our library shelver has turning in her notice. Her last day will be Friday, December 13th. She is sad to part ways but her other library position is beginning to pick up more hours.
 - i. I am holding off on filling the position to see if was can operate with three staff members and save the budgeted salary to offer a 20 hr LTE position during the summer when we need the most help.

2. Ongoing Projects

a. LINKcat

- i. Finished Children books and most of the Adult books. Working on the Audiovisual collection
 1. We need your help! In order to finish on time, we need some to volunteer their time preparing our TV show DVDs to be catalog.
- ii. Migration date is set for LINKcat: December 16th
 1. We will have community info sessions at the library on:
 - a. Tuesday, November 19th @ 6pm
 - b. Monday, November 25th @ 12pm
 - c. Thursday, December 5th @ 6pm
 - d. Wednesday, December 11th @ 12pm

3. Upcoming Projects

- a. The next month is crunch time. We are hard at work cataloging, running programs, and finishing the final preparations for our December Go Live Date.

4. CE/Meetings Attended

- a. October 10th: Village Finance Meeting - Director
- b. October 9-11th: Wisconsin Library Association Conference - Youth Services
- c. October 18th: Mental Health First Aid Course - Director, Youth Services, Library Assistant
- d. October 24th: Reimagining School Readiness Training - Youth Services
- e. October 29th-30th: SCLS Bibliovation Training - Director
- f. November 6th: Village Board Meeting - Director
- g. November 7th: SCLS Summer Library Program Workshop - Youth Services

5. Closures/Overtime

- a. Closure: October 31st from 2-7pm due to sickness, staff vacations, and semi-holiday
 - b. .5 hr Overtime: October 11th - Youth Services (Conference)
 - c. 1 hr Overtime: October 16th - Library Aide (Recover hour from week prior)
 - d. 1 hr Overtime: October 18th - Youth Services (Staff Training)
 - e. 1 hr Overtime: October 19th - Library Assistant (Staff Training)
6. Incidents at the Library
- a. 0 Incidents