

Director's Report

November 13th, 2018

1. Worked with staff members to:
 - a. Continue weeding our Juvenile Nonfiction collection based on circulation statistics and condition.
 - b. Began transferring CDs into their new flex cases.
 - c. Began training shelver to run circulation desk without supervision.
2. Held an Open house for Zoe Buhl's departure October 16th.
 - a. Approx. 30 in attendance.
3. Attended the SCLS Foundation Cornerstone Reception with Scanlan October 18th.
4. Attended the Green Co. Library Board Meeting October 22nd and delivered a report about our library.
5. Closed for the week of October 22nd-27th for library restructuring and to allow the director to attend the annual WLA Conference in La Crosse.
6. Took the library board on a tour of the Belleville Public Library on Tuesday, November 6th to gain a better understanding of processing, circulation, and other library procedures at they pertain to LINKcat and Non-LINKcat systems.
7. Attended the Monticello Village Meeting Nov. 7th and delivered a report on the library.
8. Began Limited Library hours October 29th.
9. Listed the new Youth Services Coordinator position.
 - a. The closing date is Friday, November 16th.
10. Began evaluating and contacting potential new vendors.
11. Organized the Holiday Silent Auction for the week of November 6th-10th.
12. Made updates to the website and started a new Facebook page for the library.
13. Worked with SCLS to apply for a grant to cover most is not all of the potencial startup costs for joining LINKcat and SCLS' technology.
14. Continued working on itemizing the previous 3 months finances into a document that can be shared with the board.
15. Overtime:
 - a. 10/12: 2h - Cover Shifts
 - b. 10/19-20: 5h - Cover Shifts
 - c. 10/26: 1h - Conference