

Director's Report

December 10th, 2019

1. Announcements
 - a. Jessica's last day is Friday, Dec. 13th.
 - b. Our Go Live day is Monday, Dec. 16th.
 - c. Patron's will need to make new library cards.
2. Ongoing Projects
 - a. LINKcat
 - i. Working on the Audiovisual collection
 1. Our priority at this point is to get all the TV shows processed before our Go Live Date
 - ii. Working on updating the website to go live the night before.
3. Upcoming Projects
 - a. After the adjustment to the new catalog, we have a lot of smaller projects that we need to catch up on in the new year.
 - i. School Partnership and Township Meetings
 - ii. Procedure Manual and Internal Structures
 - iii. Library Policies Review
4. CE/Meetings Attended
 - a. Nov. 19th-20th: Catalog Training - Library Aide
 - b. Nov. 21st: All Director's Meeting - Director
 - c. Dec. 4th: Village Board Meeting - Director
5. Closures/Overtime
 - a. Closure: Nov. 28th-30th
6. Incidents at the Library
 - a. 0 Incidents