

Director's Report

December 11th, 2018

1. Worked with staff members to:
 - a. Continue weeding our Juvenile Nonfiction collection based on circulation statistics and condition.
 - b. Transfer CDs into their new flex cases and have began on the DVDs.
 - i. Reception has been mostly positive from patrons.
2. Attended the Monticello Village Meeting Nov. 21st and Dec. 5th and delivered a report on the library.
3. Closed on the Youth Services Coordinator position, scheduled and conducted interviews with two candidates.
 - a. Interviews were conducted with the help of Suzann Holland, director of the Monroe Public Library.
4. After evaluating our vendors, I have decided to go with:
 - a. Midwest Tape: Movies, CDs, and Audiobooks
 - i. Movies and CDs will be delivered ahead of street date to allow for processing.
 - ii. Movie and CDs offered at a discounted price (20-25%)
 - iii. Distributes from the midwest, free shipping, and great customer service.
 - iv. No invoice deadlines. (aka: no late fees!)
 - v. All audiobooks come in hard semi-processed cases.
 - b. Baker & Taylor: Books
 - i. Offers huge discounts (25-45%).
 - ii. Books will come before street date.
 - iii. Free shipping and great customer service.
 - iv. No invoice deadlines. (aka: no late fees!)
 - c. Still seeking a children's nonfiction vendor and a large print vendor.

5. Continued working on itemizing the previous 3 months finances into a document that can be shared with the board.
6. SCLS has assessed our current technology.
 - a. They will return at the beginning of January to label hour wires and cords.
7. Overtime:
 - a. 2 hours: Saturday, Nov. 10th
 - i. Holiday Silent Auction