

Director's Report

March 12th, 2019

1. Worked with staff members to:
 - a. Continued to transfer the DVDs to their new displays.
 - b. Train in cataloging our materials with LINKcat.
 - c. Clean and organize our storage closet.
2. Moved to our new hours!
 - a. Word is still getting out. Our magnet business cards with the new hours are at the Greenwoods Bank, Police Station, and Morning Mug.
3. Attended the Monticello Village Meeting March. 6th and delivered a report on the library's annual report and upcoming programs.
4. Coordinated the pick-up and delivery of 4 of our DVD towers to Vesper Public Library and two school libraries (River Ridge and Madison).
5. Scheduled adult programs April through July. Scheduled our children's summer program performers.
6. Finished the library's annual report and delivered it to the required parties
7. Continued conversation with the school on running a summer school class here at the library and school visits this spring.
8. Began sending donation letters out to local businesses to garner partnerships for our summer library program.
9. Director prepared for the WALP conference as a lead organizer.
10. Reviewed a request for a volunteer work assist us with our cataloging for LINKcat while on workers compensation.
11. Weather Closures:
 - a. Feb. 12th
12. Overtime:
 - a. 5 hours on Feb. 23rd to make up for missed hours the previous week on holiday.