

# Director's Report

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September 11, 2018

1. Worked with staff members to:
  - a. Move Audiobooks and Paperback Fiction onto the center shelves at the end of the Adult Fiction section.
  - b. Continue weeding our CD, Juvenile Nonfiction, Biography collection based on circulation statistics and condition.
  - c. Began weeding patron records that have been inactive for longer than 5 years.
  - d. Added more genre stickers to our Fiction collection.
  - e. Created a new digital means of keeping track of out ILL forms which will allow us to cut down on time and keep track of more data.
2. Created a digital calendar for tracking staff member's work schedules, programs, meetings, vacations, and other information.
3. Collected a bid from Seamless Gutters Unlimited for \$144 for a gutter to help protect the south facing side of the shed from further water damage.
4. Collected a bid from Audio Video Solutions for \$2,029.54 for installation of 6 security cameras with the advice of Chief Conway on placement.
5. Worked with the Police Department when a cell phone was stolen from a patron on our property on Wednesday, August 22<sup>nd</sup>.
6. Met with Rev. Lance Smith from the church next door about partnering as each other's places of safety in times of emergency.
  - a. This is still in the works. Further details will be presented at a future date.
7. Presented at the Monticello School District's training day prior to the start of school to share what types of resources and services we can offer. Also, expended an invitation to work together as partners for teachers and the school at large on future projects.
8. Hosted the Green Co. Library Boards and Directors Mixer on Thursday, September 6<sup>th</sup>.
9. Hired a new Cleaning Person. Still in the process of completing paperwork, background check, and drug test with the village.
10. Installed a new locking file cabinet in the office.
  - a. Beginning to move sensitive documents into it.

11. Talked with Chief Conway about the police station keeping spare keys to sensitive areas such as the file cabinet.
12. Created itemized spreadsheets from the Greenwood Account for (Jan-June 2018).
  - a. Working on July-present. Then will begin moving backward through 2017.
13. Based on Monthly Budgets listed above and itemized 100 and 700 accounts' reports from DaNean, created an Annual Working Budget for 2018.
  - a. Please note: The monthly budgets and annual budget are working documents. There are still some minor holes I am trying to fill. As I find information, they will be updated.
14. Began my meetings with SCLS as a new Director sharing our interest in learning more about joining LinkCat and other applications of their resources.
  - a. Was assigned Kara Blue of Albany Public Library as my mentor due to similarities in service size, catalog system, and proximity.