

Director's Report November and December 2021

A. Administration

- End of the year budget discussions with staff members
- Training new staff member, C. Ridore, Youth Services and Technology Librarian
- Advocacy meetings with local government leadership
- Budget Hearing and Budget Vote
- Closing out two Construction Project Grants
- 2022 materials budgets distributed

B. Buildings and Grounds

- See separate report

C. Collections

- End of the year purchasing and weeding of collections
- 2022 materials budgets created and distributed

D. Technology

- RCLS IT plans reviewed
- Copier contract

E. Public Services

- Walkway Fundraiser

F. Checks received:

- Property taxes
- \$24 donation in honor of Lorette Adams by William Heebink
- Lost items: \$33.98

Staff Highlights:

- Our notaries, now numbering 3, are very busy. Patrons appreciate the service. Almost 100 transactions occurred in 2021.
- All staff members publicized the budget vote. Their hard work and friendly customer service skills were essential to our positive results.
- The winter newsletter was created and mailed to community members.
- The New Year's at Noon program was a huge success with over 175 people attending our outdoor event.
- Craft programs and Take and Make bags continue to be very popular.
- Our RCLS workforce grant will allow us to provide job counseling sessions in January – April, 2022.
- Many staff members attended the webinar, "Get Started with Libby," which explained the upcoming changes to Overdrive.

Staff Meetings – November and December, 2021

Staff Meeting, November 17	Rhonda, Yixsi, Joanne, Jennifer, Dina, Jason, Susan, Carmela, Vicki, Arina, Carida, Olga, Sheryl, Holly
RCLS ANSER Meeting, November 22 & December 20	Rhonda
RCLS Director's Association, November 10	Rhonda
RCLS APOC, November 29	Susan
RCLS Technology Update Mtg, December 7	Rhonda
Michael Esmay – Children's Room	Rhonda, Carida, L. Adams, S. Schmelkin
Meeting with Assemblyman Zebrowski, December 1	Rhonda
Library Journal: Design Conference – virtual, November 30	Rhonda
RCLS ANSER sub-committee, December 9	Rhonda
RCLS ANSER meeting, December 14	Rhonda
RCLS Director's Tech Security Mtg, December 7	Rhonda
RCLS Teen Battle of the Books, December 6	Carida
RCLS Teen Librarian Meeting December 6	Carida
Meeting with Senator Reichlin-Melnik, December 13	Rhonda,
Department Head Meeting, December 27	Rhonda, Jennifer, Myrna, Susan, Dina, Carmela, Yixsi