

Director's Activities:

1. Recent Projects:

- a. Niche Academy Tutorials set up
- b. Voter Information Night
- c. Candidate recruitment
- d. QuickBooks reporting & budgets
- e. Bibliographic uploads
- f. 3-D printer
- g. Staff Training Day (2/19)
- h. BOT retreat prep
- i. Review/Evaluation of room reservation/event calendar
- j. Etc.

2. Working Goals:

- a. Ergonomic Study
- b. SHS digitization project
- c. Acquisitions procedures in Koha
- d. Budget setup in QuickBooks
- e. Visualization of Data/Statistics, Style Guide
- f. ANF reorganization (w/Tricia), AV shelving expansion
- g. PR training
- h. Reorganize director's office
- i. Director's responsibilities, time management, delegation
- j. Monthly (at least) check-in meetings with each staff member

3. Scheduled Happenings:

- a. 2/16: Meeting with BOT candidate
- b. 2/19: Staff Training Day
- c. 3/6: Town Department Head meeting
- d. LOOKING AHEAD: PLA conference 3/19 – 3/25, Philadelphia

Library Department News

Adult Services: *from Tricia*

No report.

Children's Services: *from Sam & Sara*

No report.