

Directors Report Scio August 2022

There has been a lot going on, In the last 3 weeks:

- Beileigh has finished stickering of the easy reader section and sorted the juv fiction.
- Belinda has worked on getting the rest of the library sorted into the perspective sections and continued to answer questions and help patrons.
- I have cleaned the office, reorganized the filing cabinets, finished the first weed on the building, ran many loads of items to the dump.
- We have had a few people volunteer as well to help sort books and move them into their new sections and my other staff person Julie F. from Genesee volunteer to help with sorting and weeding.
- I have also been working on cleaning up the movers@stls.org email address and the email addresses associated with Scio Library. The movers email had 36,000 + unread emails and 4,000 read emails.

This is the last week of the Genesee Summer reading program so we will be ready for the new change as of Monday August 22nd. The staff schedules are

- Belinda Wednesday 1 to 7 pm and Friday 10 -2 pm. A total of 10 hours per week scheduled open. Additional time can be giving for trainings and support up to _____ hours per pay cycle.
- Raeanne Tuesday 1 to 7 pm and Thursday 1-5 pm. A total of 10 hours per week scheduled open. Additional time can be giving for trainings and support up to _____ hours per pay cycle.
- Beileigh's last day will be September 2,2022.

I plan on the attending the September 15th board meeting at 7:00 pm, with the school to introduce myself to the board. I would also like to meet with the new school librarian as well.

Plan for the next month is to keep working on the library, draft a preliminary budget and work on bylaws and policy development.