

Jerome Library Staff Report, February 2023

Reviewed outdated Non Fiction items.

Shifted multiple categories of Library items.

Reviewed New Search engine on the Yavapai Library Network Portal.

Facilitated Network and Computer system's updates.

Serviced Library equipment that had been shut down during snow storm.

Reviewed Cataloging Meeting Minutes regarding subject headings and updated to the Instruction Manual.

Created Budget report for the 23/24 Library Budget.

Reviewed E-rate Licensing document for new Firewall.

Created class descriptions for March/April Community Art Classes.

Respectfully submitted

Kathleen Jarvis, Jerome Library