

## **DIRECTOR'S REPORT**

**November 20, 2023**

### **I. ADMINISTRATION**

- a. Work orders submitted in October.
  - i. Problems for patrons trying to access wireless printing.
  - ii. OPACs 5 & 6 were down.
  - iii. Per Mar could not fix the fire alarm communication system. They will be in on Friday, November 17 to complete the service ticket.

### **II. BUDGET**

- a. The final vote on the 2024-2025 budget will be Tuesday, November 21, 2023. It is expected to pass with the borrowing for January 2024 for the library building project as expected.

### **III. PERSONNEL**

- a. We have the best library staff in the state.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging for audiovisual items will commence in 2024.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. The farewell open house on Friday, November 10 was well-attended and the staff did a terrific job putting it together. **Please thank them.**

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

### **VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. I attended the Alliance of Public Libraries (APL) meeting on Friday, November 10 at Oconomowoc Public Library with Diane.
- b. I attended the November 7 council meeting where most of the members gave their verbal support to approving the January 2024 borrowing for the library building project.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

### **IX. STRATEGIC PLAN**

- a. None.

### **X. CAPITAL CAMPAIGN**

- a. The next step are the two celebration events for major donors at the Community Engagement Center and for all other donors at the library. Diane is liaising with the first group, which has its own planning committee, and is working with staff to plan the second event.