

DIRECTOR'S REPORT

December 2023

I. ADMINISTRATION

- a. Work orders submitted in October.
 - i. Problems for patrons trying to access wireless printing.
 - ii. The laptop that is used with the OWL in the community room keeps restarting.
 - iii. A staff member was blocked from accessing a website she uses on a regular basis.
 - iv. The staff copier was not scanning to email.
 - v. A staff member could not connect to the network from her laptop.
 - vi. The master key that staff use to access the doors in the library was bent.
 - vii. Boxes needed to be taken to the basement.
 - viii. The shade in the staff breakroom was broken.
 - ix. Several lights were out in the hallway near the public restrooms.
 - x. The gutters were clogged with leaves.
 - xi. Signs needed to be hung up in the YA area.
 - xii. LEAP, the software we use at the circulation desk was not working correctly.
 - xiii. Per Mar is still in the process of fixing the fire alarm communication system. They will be again in on Monday, December 18 to complete the service ticket.

II. BUDGET

- a. The final vote on the 2024-2025 budget took place on Tuesday, November 21, 2023, and passed unanimously.

III. PERSONNEL

- a. One of our Customer Service Representatives will be taking a four week leave of absence beginning December 26th.

IV. LIBRARY COLLECTION

- a. We will be purchasing smaller RFID tags and the RFID tagging for audiovisual items will commence in 2024.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The donor open house at the library on Friday, December 8 was well-attended.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, December 10 at Hartland Public Library. I will report on it during the board meeting.

- b. I attended the November 21 council meeting at which the budget passed.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. The management staff reviewed the 2023 activities and developed new activities for 2024.

X. CAPITAL CAMPAIGN

- a. The two celebration events for donors were a great success. We received a donation at each event, and since the two events, three additional donations have come in.