

## **DIRECTOR'S REPORT**

**January 2024**

### **I. ADMINISTRATION**

- a. Work orders submitted in January.
  - i. Otto 9 was not working properly.
  - ii. A patron's USB would not work properly in one of the laptops.
  - iii. A light in the lobby display case was burnt out.
  - iv. OPAC number 6 would not connect to our catalog.
  - v. OPAC number 5 was not working at all.
  - vi. We needed to have a VPN connection set up on the laptop that Sarah is using from home.
  - vii. The new patron copy machine was not working properly.
  - viii. The HDMI port on the North wall of the Community Room was not connecting properly.

### **II. BUDGET**

- a. None.

### **III. PERSONNEL**

- a. Jessica Schmitz, a Customer Service Specialist, has resigned from her position. Her last day was February 9<sup>th</sup>.
- b. Our second DVR Intern began on February 13th.

### **IV. LIBRARY COLLECTION**

- a. Our volunteer Kathy Ross has begun placing RFID tags in the board books and audiovisual materials.
- b. We received two Hearing Loops from Bridges Library System to help our patrons who have hearing loss.

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

- a. Elizabeth Ruderman will be donating a Pescheret print to the library.

### **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, February 16 at Waukesha Public Library. I will report on it during the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. I have reapplied for my Regular Grade 1 Director Certification.

### **IX. STRATEGIC PLAN**

- a. None.

### **X. CAPITAL CAMPAIGN**

- a. Marion Burrows who pledged \$10,000 to the campaign has decided to pay the \$8,000 remainder of her pledge in full.