

**DIRECTOR'S REPORT**  
**December 2023**

**I. ADMINISTRATION**

- a. Work orders submitted in December.
  - i. A volunteer had a nosebleed in the bookshop and got blood on the carpet.
  - ii. A patron's USB would not work properly in one of the laptops.
  - iii. A drill was left behind by maintenance.

**II. BUDGET**

- a. None.

**III. PERSONNEL**

- a. Sarah French has received permission from the City Manager to work from home on Mondays and Fridays.
- b. We have a DVR Intern working with us from January through April, and another beginning in February.

**IV. LIBRARY COLLECTION**

- a. We hope to begin checking out library materials that have an RFID tag in February.
- b. When the Lucky Day books no longer have holds on them, instead of shipping them off to the Baker & Taylor Sustainable Shelves program, we are adding them to the New Book shelf to give our patrons more time to access them.
- c. We have decided to stop circulating a rechargeable battery with the Playaway units. The batteries are not reliable and many are no longer holding a charge. We receive a battery from Findaway with each unit and we will provide one of those batteries to any patron who needs one.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The family of Professor George B. Hafer donated two pieces of artwork to the library. The library already owned a piece of art by the local artist, Joseph F. Hlavacek, and we were pleased to receive two additional pieces.

**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, January 12 at Pewaukee Public Library (weather permitting). I will report on it during the board meeting.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. None.

**X. CAPITAL CAMPAIGN**

- a.** We recently received two large donations from Fort Community Credit Union and Burtness Chevrolet.