

October 9, 2023 – Director’s Report to Trustees

Residents	JULY	AUGUST	SEPTEMBER
2023	2198	1981	1850
2022	2443	2346	2346
2021	2607	2278	2278
2020	1698	2381	2381
2019	3076	2418	2418
Crossover Borrowing (COB)			
2023	438	498	302
2022	332	400	400
2021	338	215	215
2020	133	223	223
2019	132	116	116
True Non Resident (TNR)			
2023	444	505	432
2022	460	332	332
2021	435	405	405
2020	466	320	320
2019	427	341	341
Intersystem Loans			
2023	317	236	397
2022	327	325	325
2021	423	405	405
2020	209	336	336
2019	580	402	402

- COB – THOSE LIVING IN WAUKESHA COUNTY WITH A LIBRARY
- TNR – THOSE LIVING IN WAUKESHA COUNTY WITHOUT A LIBRARY

Circulation:

- In September 2023 – 1084 items were circulated to Town of Eagle residents and 766 items to Village of Eagle residents.
- Sept 2022/Sept 2023 -- -383, -11.40%
- Jan – Sept 2023/Jan – Sept 2022 -- -437, -1.55%

Overdrive:

September -- 885

Computer Usage:

August – 26 (TEA) 26 (VEA) 11 (Other)
September – 30 (TEA) 11 (VEA) 6 (Other)

Programming:

September 12 – Bingo – 5 adults
September 12 – Wii Bowling – 4 adults

September 13 – Cooks and Books – 8 adults
September 15 – Mah Jongg – 4 adults
September 22 – Mah Jongg – 5 adults
September 28 – Adult Crafting – 9 adults
September 29 – Mah Jongg – 3 adults
September 29 – Photo Reception – 24
October 4 – Cooks and Books – 10 adults
October 6 – Mah Jongg – 5 adults

September TOTALS

0-5 In-house: 3 events, 15 attendances
6-11 In-house: 6 events, 31 attendances
Teen In-house: 1 events, 1 attendances
All Ages Outreach: 1 events, 75 attendances

Cumulative TOTALS

0-5 in house: 17 events, 205 attendances
0-5 Outreach: 13 events, 259 attendances
6-11 In-house: 47 events, 325 attendances
6-11 Outreach: 4 event, 525 attendances
General Outreach: 4 events, 425 attendances
Teen In-House: 15 events, 71 attendances
Child Passive: 13
Teen Passive: 16

Some of the Upcoming Programs:

- October 10 – Bingo for Adults/Wii Bowling
- October 10 – ProHealth Care Flu Shot Clinic
- October 12 – Memory Café – Harvest Time Celebration
- October 17 – Lunch and Learn: Maximize Your Medicare Benefits!
- October 21 – Ghost Stories of Wisconsin
- November 1 – Foraging in Wild Wisconsin

Bank Information: I transferred \$10,000 from Savings to Checking to cover payroll at the end of September and so there would be money available before the 4th quarter checks from the Town of Eagle and Village of Eagle were disbursed and banked. I will transfer the \$10,000 back from Checking to Savings in October.

Municipal Payroll: Sarah and Alli spoke with Mercia twice about Municipal Payroll software. If the Town of Eagle moves to Workhorse in 2024, then a specialized module of Workhorse must be used for the library as the library has a separate EIN number from the Town of Eagle. The cost would be \$3,250 for the module and then 6 months later \$695. The budget for 2024 includes \$4000 for Municipal Payroll to be paid from the Reserve Fund as this would be a one-time expense. The \$695 would

be an ongoing annual cost. Alli did query other libraries to find out how they do the Municipal Payroll and who does it. Sarah has the documentation from the queries.

Technology: no report at this time

Tagging Project: The tagging team is currently tagging in non-fiction. The tagging team has asked that there be another time that the library is closed for tagging in late November/early December.

Staff Check-ins: Seven of eight staff have had September check in meetings. I have distributed the form that was used.

Staff Meeting: A staff meeting will be held in November.

Staff Training: There will be staff training before the end of 2023.