February 12, 2024 – Director's Report to Trustees

Residents	NOVEMBER	DECEMEBER	JANUARY
2024			1711
2023	1708	1699	2015
2022	2092	1592	1894
2021	1905	1885	1398
2020	1996	1319	2806
2019	2598	2368	2439
Crossover Borrowing (COB)			
2024			265
2023	327	358	339
2022	415	318	314
2021	283	195	117
2020	165	139	148
2019	88	84	164
True Non Resident (TNR)			
2024			288
2023	465	367	338
2022	314	265	372
2021	406	295	191
2020	254	176	517
2019	472	294	404
Intersystem Loans			
2024			283
2023	340	265	338
2022	312	296	372
2021	363	322	191
2020	324	180	517
2019	411	383	404

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

Circulation:
- In January 2024 – 1132 items were circulated to Town of Eagle residents and 579 items to Village of Eagle residents.
- Jan 2023/Jan 2024 -- -419, -14.13%

Overdrive: January 2024– 1018

Computer Usage: December -- 9 (TEA) VEA (8) Other (4)
Total: 218 (TEA) 152 (VEA) 83 (Other)
* January – not yet tabulated

Programming:
January 19 – Mah Jongg – 4 adults
January 24 – Cooks and Books – 10 adults
January 25—Adult Crafting – 10 adults
February 2 – Mah Jongg – 6 adults
February 6 – Adult Crafting – 11 adults
February 8 – Memory Café – 11 participants

In House Ages 0-5: 1 program, 5 in attendance
In House Ages 6-11: 5 programs, 20 in attendance
In House Teen: 4 programs, 10 in attendance
Outreach All Ages: 1 program, 75 in attendance

Some of the Upcoming Programs:
*please check the web site for upcoming programs

Technology Acquisition:
We have an opportunity to do cooperative purchasing with Prairie Lakes Library System for desktops and laptops. I have put in an order for Eagle:
$600 Desktop w/Monitor - OptiPlex with 22" LCD monitor
$500 Desktop w/o Monitor - OptiPlex
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Tagging Project: The tagging team is currently tagging in the YA area – have completed the YA nonfiction, the YA graphic novels, YA paperbacks, and have started on YA fiction.
The 16,000 tags ordered through have arrived.

Video about benefits of having a library card: (Marketing)
Emily finished our 3 minute video and it was posted on Facebook. We have had people come in to get library cards since the video posted along with many kind words.

Annual Staff Reviews:
Annual staff reviews were completed and filed in early January 2024.

Quickbooks Desktop Pro:
The software we use in the library for tracking our deposits and expenses and financial reports will no longer be supported after May. I have purchased Quickbooks Online. I will be speaking with Taylor Computing of Hartland to transfer our files. Sarah and I will take part in the onboarding training offered by Intuit. We can still use Quickbooks Desktop Pro until May. We will be able to run reports and verify against both products to check for data integrity.

Staff Meeting:
I will try to schedule a staff meeting in February.

Staff Training:
Shawn Carlson sent a short quiz that I gave staff about using Residence Finder to determine the municipality that should be used when selecting a statistical class when creating or renewing a library card. He also asked about the "registered at" designation and registered at field.