

March 11, 2024 – Director’s Report to Trustees

Residents	DECEMBER	JANUARY	FEBRUARY
2024		1711	1510
2023	1699	2015	2087
2022	1592	1894	1856
2021	1885	1398	1950
2020	1319	2806	2572
2019	2368	2439	2354
Crossover Borrowing (COB)			
2024		265	367
2023	358	339	448
2022	318	314	290
2021	195	117	148
2020	139	148	225
2019	84	164	135
True Non Resident (TNR)			
2024		288	334
2023	367	338	349
2022	265	372	344
2021	295	191	272
2020	176	517	355
2019	294	404	467
Intersystem Loans			
2024		283	416
2023	265	338	352
2022	296	372	328
2021	322	191	274
2020	180	517	292
2019	383	404	359

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

Circulation:

- In February 2024 – 944 items were circulated to Town of Eagle residents and 566 items to Village of Eagle residents.
- Feb 2023/Feb 2024 - 609, -18.82%
- Jan/Feb 2023 – Jan/Feb 2024 – 1028, -16.58%

Overdrive: February 2024– 796

Computer Usage:

Jan – TEA (15) VEA (9) Other (5)

Programming:

Feb 13 – Bingo – 5 adults
Feb 13 – Wii Bowling – 4 adults
Feb 16 – Mah Jongg – 5 adults
Feb 28 – Cooks and Books – 14 adults
Mar 1 – Mah Jongg – 4 adults

FEBRUARY TOTALS

In House Ages 0-5: 3 programs, 18 attendances
In House Ages 6-11: 8 programs, 36 in attendance
In House Teen: 1 program, 1 in attendance
Outreach 0-5: 1 outreach programs, 30 in attendance
Outreach 6-11: 2 outreach programs, 45 in attendance
Passive Program 6-11: 1 program, 3 participants

CUMULATIVE TOTALS

In House Ages 0-5: 4 programs, 23 in attendance
In House Ages 6-11: 13 programs, 56 in attendance
In House Teen: 5 programs, 11 in attendance
Outreach All Ages: 1 out, 75 in attendance
Outreach 0-5: 1 outreach programs, 30 in attendance
Outreach 6-11: 2 outreach programs, 45 in attendance
Passive Program 6-11: 1 program, 3 participants

Some of the Upcoming Programs:

- Friday, March 15 – Meet and Greet, MASD Superintendent and Director of Business Services of MASD, 9 – 11 a.m.
- Friday, March 15 – A Celebration of Art, 4:30 – 6:30 p.m.
- Book Sale, April 1 - 6
- Wednesday, April 10 – Budgeting and Burning Questions, 6:30 – 7:30 p.m.
- Monday, April 29 – hybrid program from 6:30 – 7:30 p.m. -- Nature Photography

Tagging Project: As of March 6 -- Tagging update!

Halfway through the children's graphic novels then will move on to yc graphic novels.

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Reconcile in QB Desktop: Director Chase reconciled the February bank statement (checking account) using Quickbooks Desktop Pro 2021.

Transition from QB Desktop Pro 2021 to QB Online: Director Chase worked with Taylor Computer Services of Hartland on March 6 to migrate QB Desktop Pro 2021 files to QB Online. Memorized reports do not transfer but it may be possible to re – create. Sarah and Alli did onboarding training on QB Online on Thursday, March 7. The checking and savings account from Waukesha State Bank and the credit card through Citizens Bank have been linked to the QB Online. Now when

charges come into QB Online, categories will just need to be assigned. Alli and Sarah are both becoming more familiar with the QB Online environment.

Staff Meeting: A staff meeting was held for one hour on Tuesday, March 5. We talked about coverage of children's and teen programs through May (Hope). We talked about the need for Children and Teen Summer Reading programs and finale celebrations. We spoke about upcoming programs. We spoke about check-in meetings in March. I let the staff know I will be on vacation the afternoon of March 18 and also April 18 – 22. We spoke about the training staff recently did related to verifying addresses and owning library as well as statistical codes. We spoke briefly about how low our circulation is 2024 and brainstormed how to get more items checked out and more library cards issued. We also spoke about customer service. We talked about tagging. I listened to staff reports, questions, and concerns. The next staff meeting will be in May of 2024.

WAPL Conference: The 2024 WAPL Conference will take place May 1 -3, 2024 at the Holiday Inn Stevens Point Convention Center in Stevens Point, Wisconsin.

Hosted by the Wisconsin Association of Public Libraries (WAPL), a division of the Wisconsin Library Association (WLA), this year's conference theme is "Power to the Public Libraries" which means empowering library staff through conference sessions that kickstart creativity and fuel innovation; the public to learn, play, and connect at the library through the spaces, programs, and services we offer; and stakeholders to support and advocate for their local public library.

This year's event features:

- [Session tracks](#) in community engagement, outreach & partnerships; youth services; technology, social media & marketing; programs and public services; administration, management, and leadership; collections & intellectual freedom; and more!
- Tour of the [Food + Farm Exploration Center](#)
- Opportunities to network with your library colleagues
- Book signings with your favorite authors, including WLA 2023 Burr/Worzalla award winning author A.L. Graziadei
- Keynotes by acclaimed authors Jennifer Chiaverini, Jeff Nania, Jenny Kalvaitis, and Kristen Whitson

