

**DIRECTOR'S REPORT  
FEBRUARY 2025**

**I. ADMINISTRATION**

- a. Work orders submitted in February.
  - i. The latch on the outside book drop was sticking.
  - ii. The cookie piece and wood scraps from the oak tree that was milled needed to be picked up and stored.
  - iii. Several banks of lights in the library needed bulbs replaced.
  - iv. Patrons were having issues accessing Family Search from the library and our IP address needed to be checked and uploaded.
  - v. A monitor at the front desk needed to be replaced.
  - vi. A staff member requested that their keyboard tray be removed.
  - vii. We were receiving a message that the software we use for patron printing needed to be renewed.

**II. BUDGET**

- a. Nothing to report.

**III. PERSONNEL**

- a. All staff have been automatically enrolled by the HR department in seven online CIVMIC/NeoGov trainings.
- b. Sarah French has been enrolled in the Emerging Leader Program through CIVMIC/NeoGov.
- c. Staff continue to do monthly online cyber security trainings.
- d. Staff were given the opportunity to attend one of the three Employee Feedback & Informational Meetings on Health Insurance & Benefits that were offered by HR.

**IV. LIBRARY COLLECTION**

- a. Every year the Kiwanis Group donates money to the library to purchase children's books. We received their check at the end of 2024 and all of those books have been ordered and received.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The Moms Demand Action Group tabled at the library on February 14<sup>th</sup> to hand out gun locks for any interested party.
- b. Sara French is working with Be Kind Whitewater for the Embracing Our Differences program being held on March 26<sup>th</sup> during Spring Break. In addition to hearing stories and creating art activities that celebrate kindness and inclusivity, attendees will be working on a collaborative mural project that will be displayed in the library.

**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.
- b. I completed Camden's board orientation on February 21<sup>st</sup>.

**VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- d. I met with the City Manager twice in February.
- e. I met with the HR Director twice in February.
- f. I will have attended the Whitewater Leads Meeting on March 12<sup>th</sup>.
- g. I will have attended the APL meeting on March 14<sup>th</sup>.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I received my plaque from CIVMIC for completing the Emerging Leader Program in December of 2024.
- b. I completed the 2024 Annual Report that is filed with DPI and am currently filling out the necessary paperwork to receive our adjacent county funding which must be done once the annual report is completed.

**IX. STRATEGIC PLAN**

- a. The strategic plan has been updated for 2025 and we will be discussing it at this month's meeting.

**X. CAPITAL CAMPAIGN**

- a. We have received several donations so far in 2025, including many lapsed pledge donations, some for the 100 Extraordinary Women campaign.