

DIRECTOR'S REPORT
MARCH 2025

I. ADMINISTRATION

- a. Work orders submitted in March.
 - i. More salt was needed at the library to de-ice the ramp and sidewalks.
 - ii. Light bulbs in the space saver needed to be replaced.
 - iii. The HVAC system needed to be checked as the temperature in the library was cooler than usual.
 - iv. The lock on the book drop needed to be fixed.
 - v. One of the faucets in the men's restroom was dripping.
 - vi. The janitor closet needed to be cleaned out for construction.
 - vii. Circulation computer 2 needed to be replaced.
 - viii. Several light bulbs needed replacing throughout the library.
 - ix. Boxes needed to be moved to the basement.
 - x. The faucet in the women's restroom would not turn off.

II. BUDGET

- a. I will be meeting with the Head of Finance to discuss any Capital Improvement Projects anticipated for the library for 2025-2026.

III. PERSONNEL

- a. Deana Rolfsmeyer has begun a staff book club.
- b. Sarah French is in the process of creating a new website for the library.
- c. Staff continue to do monthly online cyber security trainings and CIVMIC trainings assigned by the city HR Department.
- d. Sara French and Deana Rolfsmeyer have the Summer Reading Program planned out and are creating PR materials for all of the various programs.

IV. LIBRARY COLLECTION

- a. Staff has been working on weeding the collection prior to Phase 3 of the construction project.
- b. When time allows, circulation staff have been scanning various sections of the collection to find items that need their catalog records fixed, or appear to need mending or cleaning.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The family of local artist Albert Benedict, now deceased, has donated one of his sculptures to the library, as well as his solid oak floor loom for the Makerspace.
- b. The Be Kind Whitewater group created bookmarks for the library that we have been distributing to our patrons.
- c. I submitted a short article to the Whitewater Banner announcing our closed dates on April 18 and 19, along with an update on the building project.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. The architect and I met with two different moving companies.
- c. I met with Atmosphere Furniture concerning the furniture for the new library.
- d. I continue to attend bi-monthly Team meetings at city hall.
- e. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- f. I met with the City Manager twice in March. He praised Rachel and I for the honest assessment of our staff performance reviews.
- g. I attended the Jefferson County Library Services Board meeting on March 4th.
- h. I attended Laurie Freund's (Coordinator of Library Development at Bridges Library System) retirement party at the New Berlin Public Library on April 3rd.
- i. I attended the Whitewater Leads Meeting on April 9th.
- j. I attended the APL meeting at the Jefferson Public Library on April 11th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have completed two of the CIVMIC trainings that all city staff have been assigned: Bloodborne Pathogens and Anti-Harassment Training.
- b. I will be attending the training "Managing the 12 Most Challenging Library Employees: A Library Supervisor's Survival Guide" with Dr. Steve Albrecht on April 24th.

IX. STRATEGIC PLAN

- a. Our Outreach Services Specialist, Suzanne Haselow, recently attended two outreach programs. On April 3rd she tabled at the Jefferson County's Senior Volunteer Fair to promote the Memory Cafes held at libraries throughout Jefferson and Walworth counties. On Sunday, April 7th, she assisted at the Library Memory Project Family Day hosted by Bridges Library System and held at the Dwight Foster Public Library in Fort Atkinson. This free, family-friendly event was for those living with memory loss and their care partners, children and grandkids!
- b. Sarah French participated in the Wellness Fair held at UWW on April 15th.
- c. Deana Rolfsmeyer participated in the International Children's Day celebration at Lincoln Elementary School on April 12th.
- d. Deana Rolfsmeyer and Rachel Clift participated in the 2025-2026 4K and New to Kindergarten Resources & Registration Support Day at the Whitewater High School on April 15th.

- e. We are in the process of revitalizing the Friends of the Library group, and their first meeting will be held on April 21st, before the board meeting.

X. CAPITAL CAMPAIGN

- a. We continue to received pledge donations.