

DIRECTOR'S REPORT
JANUARY 2025

I. ADMINISTRATION

- a. Work orders submitted in December.
 - i. We requested that gravel be placed in front of the book drop.
 - ii. The boiler needed to be checked as the temperature in the library was colder than usual.
 - iii. The faucet to the right in the woman's restroom was not working.
 - iv. The faucet to the right in the woman's restroom was once again not working.
 - v. The faucet in the men's restroom was not working.
 - vi. A request was made to have the milled wood moved to the Marshall Farm at the Innovation Center.
 - vii. A request was made to have the tree cookie and two leftover pieces of wood from the milling process moved to the Marshall Farm.

II. BUDGET

- a. Nothing to report.

III. PERSONNEL

- a. Sarah French was accepted as an ambassador in the Library Makers Ambassador program.
- b. Sarah French completed the Bridges Competitive Grant for \$5,000 that we are applying for to help fund the Hearing Loop for the meeting room in the new addition.
- c. Rachel and I have completed all of the in-person staff performance evaluations.
- d. On January 24th we had a vegetarian pizza party for Nancy Stanford to celebrate her 25 years of service with the city. We held the party at the library with library staff only per Nancy's request. Rachel made a delicious chocolate cake that we all enjoyed. The city gave Nancy \$100 towards a party which was very generous. It was a very nice event.

IV. LIBRARY COLLECTION

- a. I heard from Stacey Lunsford and she informed me that while the city technically owns all library property, the library board has sole control over it. Therefore, we are free to sell or auction off the empty card catalog cabinets in the basement.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was interviewed by the Royal Purple on January 30th for an article about the library expansion and renovation project.
- b. The League of Women Voters donated seven juvenile books to the library. They will be a great addition to our collection.

- 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. 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 January and once so far in February.
 - e. I attended the CVMIC Annual City Meeting on January 27.
 - f. I met with Karen Dieter on February 11th to complete the finance section of the 2024 annual report.
 - g. I will have attended the APL meeting on February 14th.
- VIII. PROFESSIONAL DEVELOPMENT**
 - a. I was able to attend the second day of the 13th Annual Wild Wisconsin Winter Web Conference held on January 22-23. I will be able to watch the recordings of the management sessions I missed on day one.
 - b. I have submitted my Library Certification renewal application with the 2024 Summation sheet of CE credits I obtained in 2024 to DPI.
 - c. I have been working on the 2024 Annual Report that is filed with DPI on an annual basis.
- IX. STRATEGIC PLAN**
 - a. We will be discussing the 2025 plan at the March Library Board of Trustees meeting.
- X. CAPITAL CAMPAIGN**
 - a. We received several large pledge donations in January.
 - b. I sent reminder notices to the 100 Extraordinary Women who did not submit their pledge payment in 2024.