

## **DIRECTOR'S REPORT**

**March 2026**

### **I. ADMINISTRATION**

- a. Work orders submitted in March.
  - i. A phone needed to be installed in the staff breakroom.
  - ii. A public use laptop was not working correctly.
  - iii. The new Library Associate's computer needed setting up.
  - iv. The emergency exit door near the basement was stuck.
  - v. Our new staff member needed to be added to the group email.
  - vi. A public use laptop kept producing a warning message.
  - vii. The large dress up tree purchased for the children's area needed to be mounted to the wall.
  - viii. A public use laptop was glitching.
  - ix. An employee locker needed the door repaired.
  - x. The window well outside of the basement door needed to be cleared of wet leaves.
  - xi. The lights in the parking lot needed their timer reset due to the time change.
  - xii. The public outdoor garbage receptacle needed to be relocated to the entrance door.
  - xiii. Keys needed to be made for the new employee.
  - xiv. The library was out of brown trifold paper towels.
  - xv. SharePoint was not working properly.
  - xvi. One of the shades in the staff breakroom needed repairing.

### **II. BUDGET**

- a. Nothing to report.

### **III. PERSONNEL**

- a. Jess Schmid conducted her first Memory Café on April 13. She did an excellent job and received many compliments. For those not familiar with Memory Cafes, they provide an informal social gathering for those living with early-stage memory loss and their care partner. Our library is part of the Library Memory Project, an initiative of the Bridges Library system. Our library hosts three Memory Cafés a year.
- b. Sarah French was presented with an Exemplary CBL Partner award for exceptional involvement in UW-Whitewater's Community-Based Learning Program 2025-2026.
- c. Sarah and I completed the 2025 Performance Evaluations for all staff.
- d. All staff have been assigned training sessions through CVMIC and have been working to complete those. These are assigned to all city staff.

### **IV. LIBRARY COLLECTION**

- a. Spanish materials have been ordered with the donation we received last month.
- b. I attended a webinar with WiLS and Amazon Business Services to gather information on how to register for a free Amazon Business account. This

account will make ordering materials for the collection faster and more economical and is available to members of WiLS.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. Deana hosted Associated Bank for a bilingual storytime session March 4.
- b. We received a \$500 donation to be used to purchase food and toiletries for our Little Free Pantry.
- c. UW-Whitewater Art Education students hosted a Paper Folding Sculptures program on March 10. They will be back in April to host an additional class.
- d. Hunter Swanson took part in the Wellness Fair at UW-Whitewater on April 8.
- e. The UW–Madison Low Brass Ensemble performed at the library on April 10. There were forty-three in attendance.
- f. Twenty-one people attended "Family Jams," a memorable music & movement experience presented by Noelle Larson of Circle of Song Music Therapy, on Saturday, April 11.
- g. Deana Rolfsmeyer will be participating in the International Children's Day event on Saturday April 18 at Lincoln Elementary School.
- h. Sarah and Hunter will be attending the Storytelling Festival meeting being held here at the library on April 20.
- i. We are coordinating with the UW-W Student Involvement for Make a Difference Day on Friday, April 24.

**VI. LIBRARY BOARD RELATIONS**

- a. A Board orientation was provided for our new Library Board Trustee, Kelly Davis, on April 14.
- b. I completed the SMART goals portion of my self-evaluation and received a copy of my performance review to be discussed on April 20.

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

- a. I continue to attend meetings as needed with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in March.
- e. I attended the Jefferson County Library Services Board meeting on April 2. I have attached some information from their new website that provides an overview of their role with libraries in Jefferson County.
- f. I attended a CIP (Capital Improvement Plan) training session with the Finance Department on April 9.
- g. Consultant Ray Maurer and his assistant Kelly will be meeting with library staff on April 21 to provide an overview of the results from their operations analysis.
- h. I attended the APL meeting in Watertown on April 10.
- i. We applied for the Bridges Adult Programming grant and were approved for \$500 to go toward adult programs in 2026.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training.
- b. I completed the Leadership Action Series class I was enrolled in through CIVMIC on April 1.

**IX. STRATEGIC PLAN**

- a. Library staff have completed fifteen of the twenty-five Strategic Plan Activities.

**CAPITAL CAMPAIGN**

- a. Kathy Retzke is in the process of transferring funds from American Deposit Management to the City of Whitewater.
- b. I contacted the Whitewater Community Foundation to get their approval to transfer funds from the Capital Campaign account at First Citizens to the City of Whitewater.