

DIRECTOR'S REPORT

May 2025

I. ADMINISTRATION

- a. Work orders submitted in May.
 - i. The faucet in the men's restroom was running non-stop.
 - ii. One of the monitors at the circulation desk was having issues and needed to be replaced.
 - iii. The 2025 program statistics document was accidentally deleted and IT had to retrieve and restore it for us.
 - iv. A folding table was needed for a program.
 - v. The key to the outdoor book drop was not working properly.

II. BUDGET

- a. Nothing to report.

III. PERSONNEL

- a. Staff did a great job of packing up their work areas, as well as all of the other items that needed to be packed and moved (or put into storage), in preparation for Phase 3 of the building project. As of June 10th, all staff work areas had been moved into the new addition, and staff computers were functional.

IV. LIBRARY COLLECTION

- a. Staff helped to pack up part of the library collection that is going into storage.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was interviewed by Colin McIntyre for his radio show on WCLO concerning our Library Expansion & Renovation Project.
- b. A press release was submitted announcing the library closure and the beginning of curbside service on June 23rd.
- c. A press release was submitted announcing the topic of renaming the library and information about the upcoming board meeting on June 16, at which this topic will be discussed.
- d. The library was awarded a Whitewater Community Foundation Community Action Grant of \$4,500.00 for an AWE Literacy Station. AWE Learning provides literacy-focused digital learning solutions for early learners in public libraries.

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 conducted a new trustee orientation for Steven Sahyun.

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 once in May.
- e. I met with Becky Magestro, Chief of Staff, to discuss the library and any needs we may have at this time. She visits all city department heads twice a year.
- f. The library has received an \$11,000 grant from the Bridges Library System to help fund the state-of-the-art hearing loop that is being installed in the community meeting room in the new addition.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the webinar HR Essentials with Kathy Parker: The Lifecycle of a Library Employee - Part 1 on May 20th. I will attend Part 2 on June 17th.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the renovation. A communication plan was created, as well as graphics, flyers, and press releases pertaining to Phase Three updates.

CAPITAL CAMPAIGN

- b. We continue to received pledge donations.