

## **DIRECTOR'S REPORT**

**April 2026**

### **I. ADMINISTRATION**

- a. Work orders submitted in April.
  - i. The Deep Freeze software used on the public OPAC laptops needed to be renewed.
  - ii. A whiteboard needed to be installed in Meeting Room 3.
  - iii. A phishing email was reported.
  - iv. The drain in the Family Restroom in the children's area had a bad smell emanating from it.
  - v. A spam email was reported to IT.
  - vi. A patron reported that the Wi-Fi in Meeting Room 2 was slow.
  - vii. We needed to have some boxes and bags of garbage in the basement removed by the maintenance crew.
  - viii. One of the monitors at the front desk needed to be replaced.
  - ix. One of the OPAC laptops was not working properly.

### **II. BUDGET**

- a. Nothing to report.

### **III. PERSONNEL**

- a. Sarah French attended Wisconsin Association for Public Libraries (WAPL) Conference on 4/28-29.
- b. Deana Rolfsmeyer participated in the International Children's Day event on Saturday April 18 at Lincoln Elementary School.
- c. Hunter Swanson participated in the S.T.E.A.M. Faire at the high school on Saturday, May 9.

### **IV. LIBRARY COLLECTION**

- a. I met with a representative from Follett and have set up an account with them for ordering books for the library. Previously they just offered juvenile items but have now branched out into the adult market. Many of their employees previously work at Baker & Taylor. I have placed a test order. They are currently offering a 25% discount and free shipping. Follett also offers mylar covers for hardcover books as Baker & Taylor did.
- b. I met with a representative from Amazon to learn more about their new Library Hub module for libraries. We are now able to pre-order and receive books ahead of the publisher's release date. Amazon also offers discount pricing on books for public libraries.
- c. We now have HDMI cords and adaptors for patron use in the study and meeting rooms.
- d. New games were added to the Teen Space.
- e. A Lego wall, built by Dan Buckingham, was installed in the children's area.
- f. The traveling exhibit World War I: Beyond the Trenches traveling exhibit from the Wisconsin Veterans Museum will be on display in the atrium May 11-June 8.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. Thirty-five people attended "Family Jams," a memorable music & movement experience presented by Noelle Larson of Circle of Song Music Therapy, on Saturday, May 2.
- b. We had twelve volunteers from UW-Whitewater for Make a Difference Day on Friday, April 24. They helped organize the basement and hung posters of upcoming library events at various businesses.

**VI. LIBRARY BOARD RELATIONS**

- a. Sarah and I met with Kelly Davis on May 12 to review the agenda.

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

- a. Sarah and I attended a meeting with Miron Construction and Studio GC on April 30.
- 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 April.
- e. An orientation was given to Orin Smith, new council member, on May 6.
- f. The May APL meeting was cancelled due to lack of agenda items.
- g. Consultant Ray Maurer and his assistant Kelly will be presenting an overview of the results from their operations analysis to the Library Board of Trustees on May 18.
- h. I applied for the Library Improvement and Innovation Grant through Bridges Library System and was approved for \$3000 which will go toward the purchase of a self-checkout machine. The city has offered to fund the remaining cost. The self-checkout machine has been ordered!
- i. The Wisconsin Library Association is now an official partner of the Sustainable Libraries Initiative (SLI)—a national organization dedicated to helping libraries lead in sustainability, resilience, and community impact. One of the partnership benefits is a one-year free SLI membership, which we have signed up for. This will connect our library with a national community of practice and provide us with practical tools for sustainable action in our library and community.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training.
- b. I attended a webinar with ETF concerning employee benefits.

**IX. STRATEGIC PLAN**

- a. We continue to work on our 2026 Strategic Plan Activities.

**CAPITAL CAMPAIGN**

- a. Kathy Retzke is finalizing the transfer of funds from American Deposit Management to the City of Whitewater.