

## **DIRECTOR'S REPORT**

**April 2025**

### **I. ADMINISTRATION**

- a. Work orders submitted in April.
  - i. The battery needed replacing on one of the public laptops.
  - ii. The wireless access point near the old staff entrance needed to be moved due to construction.
  - iii. Two pieces of software needed to be reinstalled on one of the circulation desk computers.
  - iv. One of the laptops for patron use was not connecting to the internet.
  - v. The door to the new sprinkler room in the children's area was unlocked.
  - vi. The Envisionware software needed to be installed on staff computers.
  - vii. The docking station for a staff laptop needed to be exchanged.

### **II. BUDGET**

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

### **III. PERSONNEL**

- a. Staff have completed their mandatory CIVMIC trainings.
- b. Sarah French is applying for the WILS Ideas to Action Fund grant for \$5,000. This grant assists member organizations in bringing their project ideas to life.

### **IV. LIBRARY COLLECTION**

- a. Staff continues to work on weeding the collection prior to Phase 3 of the construction project.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. On Thursday, April 24th, Rachel Clift and Sarah French attended the Community-Based Learning annual breakfast held at the UW-Whitewater campus.
- b. We had 6 student volunteers on April 25th for Make a Difference Day. The volunteers assisted with packing up and moving boxes of books and other items to the basement for storage during Phase 3 of the Library Expansion & Renovation Project.
- c. A press release was submitted to the Whitewater Banner announcing the two-hour opening delay on Thursday May 8th and 15th.

### **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 have conducted new trustee orientations for Tara and Elizabeth.

**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 April.
- e. Rachel Clift and I met with Kelly Nelson, the new Coordinator of Library Development from Bridges Library system on May 9<sup>th</sup>. Kelly is visiting all of the libraries in the system, and we were the first library she visited.
- f. I attended the APL meeting at the New Berlin Public Library on May 13th.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the CIVMIC trainings that all city staff were assigned.
- b. I attended the training "Managing the 12 Most Challenging Library Employees: A Library Supervisor's Survival Guide" with Dr. Steve Albrecht on April 24<sup>th</sup>.

**IX. STRATEGIC PLAN**

- a. Sarah French collaborated with the Whitewater Arts Alliance to provide a Flowerpot Painting Program for the residents of Mulberry Glen.

**CAPITAL CAMPAIGN**

- b. We continue to received pledge donations.