

DIRECTOR'S REPORT
January 18, 2023

I. ADMINISTRATION

- a. Nine work orders were submitted in December.
 - i. Heat in the library was too high again (~81°)
 - ii. A sewer gas smell was noted throughout the building
 - iii. Requested discard of donated music CDs
 - iv. A lightbulb in the children's area needed to be replaced
 - v. The Makerspace laptop was not starting up
 - vi. Requested removal of empty magazine rack
 - vii. Requested re-hanging of evacuation map which had previously been mounted on the magazine rack
 - viii. Staff computer was making loud noises and performing sluggishly
 - ix. The chair in the Friends Shop needed repair

II. BUDGET

- a. I requested additional line items be added to the library's budget for the 2024-2025 biennial budget:
 - i. Library Books-Digital
 - ii. Library Audiovisual-Digital
 - iii. Library Periodicals-Digital
 - iv. Database Subscriptions
 - v. Technical Supplies
 - vi. Grants (a passthrough account to help track grant money expenditures)
 - vii. Library Building Project (to separate out project expenditures)

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Jim Winship and I made a presentation on the library expansion and renovation project to the Greater Whitewater Committee on Thursday, January 12.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the January 13 Alliance of Public Libraries meeting and will report anything of note.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. This is on the agenda.

X. CAPITAL CAMPAIGN

- a. 100 Extraordinary Women met on Tuesday, January 10. The next meeting will be Wednesday, February 8.

- b. The final meeting of the Campaign Planning Committee was Tuesday, January 10. The Leadership Committee who will work throughout the rest of the capital campaign will have their first meeting on Thursday, February 9. Some of the members of the Campaign Planning Committee have agreed to move on to the Leadership Committee and continue to work on the campaign with us.