

**DIRECTOR'S REPORT**  
**February 15, 2023**

**I. ADMINISTRATION**

- a. Ten work orders were submitted in January.
  - i. Requested that the stained glass art piece given in memory of a long-time volunteer be hung in the Community Room.
  - ii. The south side handicapped door button was frozen.
  - iii. Sarah's computer was shutting itself down.
  - iv. The makerspace laptop is not functioning.
  - v. One of the OPACs was responding sluggishly.
  - vi. Someone dumped a box of books and a broken cart outside the staff door; requested it be hauled away.
  - vii. Requested recycling of plastic CD cases
  - viii. The evacuation map in the periodicals are needed to be remounted.
  - ix. A box of duplicate yearbooks to be taken to the basement for storage.
  - x. Our phone service was not allowing patrons to hear us when we answered the phone.

**II. BUDGET**

- i. The budget amendment approved at the February 7 council meeting included an additional \$15,000 to balance the library's operating budget.

**III. PERSONNEL**

- a. None.

**IV. LIBRARY COLLECTION**

- a. None.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I attended Library Legislative Day on Tuesday, February 7 and met with Sen. Steve Nass regarding library system funding in the upcoming biennial budget.
- b. I will have attended the February 10 Alliance of Public Libraries meeting in Sussex and will report back on anything of note at the meeting.
- c. I attended the annual Cities and Villages Mutual Insurance Company work plan meeting with the rest of the City department heads on Wednesday, February 1.
- d. I will have attended the monthly Whitewater Leads board meeting on Wednesday, February 8. I will be presenting a proposal for the group to fund the book purchases for the teen/tween subscription bag program for those interested kids who don't have library cards.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended seven hour-long webinars of the Wild Wisconsin Winter Web Conference on January 25 and 26.

**IX. STRATEGIC PLAN**

- a. This is on the agenda.

**X. CAPITAL CAMPAIGN**

- a. 100 Extraordinary Women will have met on Wednesday, February 8 and the Leadership Committee will have met on Thursday, February 9. If there is anything of note to report on, I will do so at the meeting.