

DIRECTOR'S REPORT

April 17, 2023

I. ADMINISTRATION

- a. Five work orders were submitted in March.
 - i. Two lightbulbs needed to be replaced.
 - ii. Several staff members had printer driver issues on their computers.
 - iii. The staff entrance lock needed repair.
 - iv. Tables needed to be taken down in the Community Room for a program.

II. BUDGET

- a. I discussed the budget with the City Manager at our monthly meeting. Staff members and I are continuing to do our 360 review of the budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. RFID tagging has commenced. We have started in the adult fiction area. A volunteer is working one hour a day tagging items. The technical services staff are tagging in the stacks and tagging adult fiction items as they are returned so none are missed. At the rate staff are going, I predict that it will take approximately 360 hours to complete the print collection.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the April 14 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I am part of the team planning the annual employee appreciation luncheon which will be a picnic at Cravath Lake park in June.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended a one-hour training session on the new CAFÉ app which will launch by early summer. We have greater capability to customize what our app looks like. I have changed the colors to our library brand colors as a first step.
- b. I attended the monthly Wisconsin Library Association Intellectual Freedom Special Interest Group meeting where we had a presentation by a librarian from Illinois who was forced to cancel her Drag Queen Bingo program due to threats of violence from protestors.

IX. STRATEGIC PLAN

- a. A community member has expressed interest in helping us revitalize the Friends, using the capital campaign momentum. I will be meeting with her to discuss.

X. CAPITAL CAMPAIGN

- a. The 100 Extraordinary Women has reached our goal and our celebration event is scheduled for May 6 at the Community Engagement Center from 11 am – 1 pm.