

DIRECTOR'S REPORT

May 15, 2023

I. ADMINISTRATION

- a. Nine work orders were submitted in April.
 - i. Two lightbulbs needed to be replaced.
 - ii. One staff laptop needed troubleshooting.
 - iii. The National Library Week banner needed to be put up and then taken down again.
 - iv. We inquired about recycling our old flashlight batteries.
 - v. My work cell phone was upgraded.
 - vi. We took down the bulletin board in the children's area and put the quilt back up.
 - vii. The hand sanitizer dispenser for patrons needed refilling.
 - viii. We have been having problems with all of our OPACs which are old. New ones have been ordered and Tim in IT is working on setting them up.

II. BUDGET

- a. None.

III. PERSONNEL

- a. Staff have completed 1-2 of the 3 Wisconsin Libraries Talk About Race webinars.

IV. LIBRARY COLLECTION

- a. RFID tagging ran into a snag. There was a setting that staff didn't realize wasn't being saved and that needed to be reset each time scanning recommenced. They are in the process of going back and correcting the problem in the previously scanned adult fiction area.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I did a presentation at the May Federation of Women's Clubs meeting at Bassett House.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the May 12 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I will have attended the Role of Elected Officials training along with the Common Council and other department heads on May 10 and will report on it at the board meeting.
- c. I spoke with the director of the Prairie Lakes Library System about the Walworth County library funding formula. He is planning to meet with the Walworth County Administrator and Finance Director soon and will

bring up the possibility of adjusting the funding formula for Burlington and Whitewater to again reimburse us as home county libraries.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed three webinars on ChatGPT, the artificial intelligence software and how it might be used by library staff and patrons to enhance research and writing goals.

IX. STRATEGIC PLAN

- a. I talked about the Friends' defunct status at the 100 Extraordinary Women celebration event and several people spoke with Kelly Davis afterwards about helping to revitalize the group.

X. CAPITAL CAMPAIGN

- a. This is on the agenda.