

## **DIRECTOR'S REPORT**

**June 19, 2023**

### **I. ADMINISTRATION**

- a. Five work orders were submitted in May.
  - i. A staff laptop was not connecting to the VPN.
  - ii. An exterior security light had burned out.
  - iii. The Plexiglas in the Little Free Library was broken out.
  - iv. The printer was adding extra pages with random characters to print jobs.
  - v. Loose carpeting in the staff area needed to be glued back down.
- b. Per Mar performed their annual fire alarm/suppression system inspection. No problems were found.

### **II. BUDGET**

- a. I completed the Capital Improvement Project part of the 2024-2025 budget document.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has been completed in adult fiction and adult large print. We are now working on adult nonfiction.

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

- a. None.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. Cori and I attended a meeting of the librarians using the acquisitions module in Polaris on Thursday, May 25 in Oconomowoc. We learned quite a bit that we will be applying to our workflow.
- b. I worked as event staff at the City Employee Appreciation Picnic on Wednesday, June 14.
- c. I attended the Whitewater Leads meeting on Wednesday, June 14. The library received Culver's gift cards to include in teen subscription book bags when school starts again the fall.
- d. I will have attended the June 16 Alliance of Public Libraries meeting and will report on it at the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

### **IX. STRATEGIC PLAN**

- a. I met with Kelly Davis to discuss the revitalization of the Friends of the Library on Tuesday, May 23. The group of interested volunteers from the

100 Extraordinary Women event are planning a doll and teddy bear tea party later this year.

**X. CAPITAL CAMPAIGN**

- a. I did a presentation at Seniors in the Park on Tuesday, May 16.
- b. I did a presentation with Jim Winship at the Kiwanis Breakfast meeting on Tuesday, June 6.
- c. I attended a meeting of the Leadership Committee on Wednesday, June 7.
- d. I met with Gayle Stettler on Monday, June 12 to plan the Public Campaign Kickoff event set for July.