

## **EXECUTIVE DIRECTOR REPORT**

*Submitted by Angela Zimmermann*

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### **Pandemic Response**

RPL currently continues to function via offering curbside pickup service, curbside internet, and the online communication center. I have asked the Management Team if we could look at expanding the hours of the curbside internet a bit. Curbside Internet is currently offered Mondays – Fridays, 10:00 am – 2:00 pm. Curbside pickup hours are the normal RPL hours as before the pandemic.

I'm also in contact with the City Health Department in regards to any idea of if/when we could go into a phased reopening approach via set appointments for specific services.

### **Lakeshores Library System**

I've had my new Library Director orientation already with Steve Ohs, System Director. As Lakeshores functions a bit differently from the system I came from, this was great familiarization to understand all of the resources LLS offers. Steve and I also discussed the role of RPL as the resource library within the system, the SHARE consortium, everything related to system costs as well as RPL's role as acting as the delivery and sorting hub for the system and consortium. I've also met with LLS's IT & ILS Manager, Jim Novy to understand our ILS and reporting.

### **City Collective**

Prior to my arrival to RPL, WiLS (formerly Wisconsin Library Services) facilitated a meeting with library directors of similar sized libraries across the state to investigate an idea they are calling the "City Library Collective." This group of peer libraries would work collaboratively on projects and surveys and provide a network. In many cases, these libraries are substantially larger than any other libraries in their systems and may feel isolated. Libraries serving populations between 50,000 and 100,000 were invited. Shortly after assuming the position at the library, I was contacted on our interest and being involved with this initiative and informed them RPL would take part in this.

### **City Hall / Common Council**

I've had an introductory meeting with Mayor Cory Mason and have another meeting with the Mayor scheduled for next week (20<sup>th</sup>) to discuss the current City-appointed Library Board vacancies, as well as a few other topics. I shall present and be in attendance for the Tuesday, January 19<sup>th</sup> Common Council meeting to meet the aldermen. The weekly senior leadership

meetings have also been very insightful to learn about the City and its happenings as well as meet all of my City colleagues. I'm also working with the Finance Director to get set-up and trained on all of the necessary financial software.

### **Personnel**

We had one part-time employee resign within the past month, Bridget Geibel, as she received an opportunity elsewhere.

### **Staff Meetings**

I've initiated monthly staff meetings in which departments will have the opportunity to share more of what each area is working on, so as to improve cross-departmental communication. The next staff meeting will be Friday, January 29<sup>th</sup> where we'll also discuss strategic objectives/goals for the library for 2021. Weekly management team meetings have begun. I've also sat for several hours with each Department Head to understand thoroughly their positions, who they oversee, and the flow of communication and to understand the current processes. Once I have a better idea if/when we can ever reopen, I'll be proposing to the Board a potential all-staff in-service (virtual) training day where the library would close completely so all staff could attend.

### **Website**

Considering this is our most predominant interface to the public at the moment (outside of social media) and an area I feel quite passionately about, we will begin to explore various options to update our website. Depending on which avenue I'll determine is best for us to take (rebuild internally or outsource), I'm estimating this will take at least four months to rebuild. This will also tie in eventually with a Library Marketing / Branding Plan, which I also feel, while we are closed to the public, is a perfect time to begin this initiative.