

DIRECTOR'S REPORT

September 2026

I. ADMINISTRATION

- a. Work orders submitted in September.
 - i. The temperature in the meeting rooms needed adjusting.
 - ii. Boxes needed to be moved to the basement.
 - iii. We needed IT to determine if the data port at the Children's Desk was active.

II. BUDGET

- a. I attended the Finance Committee meeting on September 22 at which the library's budget was discussed.

III. PERSONNEL

- a. Sarah and I met with all staff one on one to discuss the changes to their schedules for 2027.
- b. All staff attended CPR training at the Fire Department in September.
- c. Deana and I will be attending the WLA Conference.

IV. LIBRARY COLLECTION

- a. We continue to add items to our Library of Things collection. We recently added a metal detector and podcasting equipment.
- b. We have added day passes to the Aquatic Center to our Explore Passes.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are once again partnering with UW-Whitewater Art Education students for a three-part teen art workshop series where participants develop an original artwork from an initial sketch into a finished acrylic painting. The first session was held on September 29.
- b. The library is now partnering with both the League of Women Voters and Urban Rural Action to offer civics programming for the community.
- c. 300 new cards have been created for students of the WWUSD as part of the opt-in library card project we embarked on with the school system.
- d. VIP Services held a food drive and shared their donations with the library and Community Space.

VI. LIBRARY BOARD RELATIONS

- a. Steven Sahyun attended the Trustee Appreciation Event at Retzer Nature Center on September 29.
- b. I met with Kelly and Sarah on October 13 to review the agenda and prepare for the Library Board of Trustees meeting on October 19.

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

- a. I continue to attend Team meetings at city hall.
- b. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- c. I met with the City Manager once in September.
- d. I attended the Finance Committee meeting on September 22.

- e. Abby Armour, the Director of the Mukwonago Community Library, and her Associate Director met with Sarah and I for a tour of the library and to ask questions about the construction process, as they will be embarking on a similar project in December.
- f. The City Manager met with staff on October 6 for his annual check-in. He has agreed to fund a second self-check machine for the library.
- g. We received the 2026 Library Access and Engagement Grant from Bridges.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training on Social Engineering.
- b. I completed the city mandated AI Training Video for department heads.
- c. I completed two city assigned CVMIC trainings: Back Safety and Slips, Trips and Falls.
- d. I will be attending the WLA Conference October 21-23.

IX. STRATEGIC PLAN

- a. We continue to work on our 2026 Strategic Plan Activities.

CAPITAL CAMPAIGN

- a. I have been working with the Whitewater Community Foundation and First Citizens State Bank to ensure that all records have been updated correctly. It was discovered that some of the donations sent directly to the WCF were never entered into their database nor reported to me.