

DIRECTOR'S REPORT

July 2026

I. ADMINISTRATION

- a. Work orders submitted in July.
 - i. We needed to have a hole drilled in the wall to run a data cable from the copy room to the new self-checkout machine.
 - ii. The light in the staff restroom was not working.
 - iii. Assistance from the IT Department was requested in setting up the self-checkout machine.
 - iv. An older laptop needed to be evaluated and updated.
 - v. The HVAC system in the original building was not functioning properly.
 - vi. The door to the fire extinguisher box in the children's department needed to be better secured.

II. BUDGET

- a. I attended the Finance Committee meeting on July 28 at which the library's budget was discussed.
- b. Sarah and I met with Rachelle from the Finance Department to discuss the library's budget and best practices for the future.

III. PERSONNEL

- a. Sarah facilitated an all staff meeting on August 6 to discuss customer service standards and begin the process of creating a Customer Service Standards document for our library.
- b. Jess Schmid hosted the August 10 Library Memory Project, Memory Café, at the library. I assisted with the program which was a great success. Jess received numerous compliments from those in attendance.
- c. Sarah and I have been conducting six-month performance evaluation check-ins with all staff to ensure everyone is completing their goals.

IV. LIBRARY COLLECTION

- a. The library directors at the retreat I attended last week were very interested in our Tween Collection. I will be meeting with the director of Greendale this Friday to discuss this topic further.
- b. I ordered new Narcan for the First Aid Kit as ours had expired.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Deana and Hope participated in Whippet Welcome Day on August 6.
- b. The League of Women Voters provided voter information for the community in the lobby of the library on August 8.
- c. The library hosted the Community Stars Gala on August 14.
- d. The library is partnering with UW-Whitewater on the Intergenerational Technology Services (IGeTS) Mobile program set to begin in September.
- e. Local artist Thomas Jewell has donated a painting to the library.
- f. The two displays in the atrium this month are Lavinia Goodell, and Humane Housing by the Walworth County Health Department.

VI. LIBRARY BOARD RELATIONS

- a. Kelly Davis attended the Finance Committee meeting on July 28.
- b. I met with Kelly on August 12 to review the agenda and prepare for the Library Board of Trustees meeting on August 17.

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 July.
- d. I met with Jeannine Rowe from UW-Whitewater to discuss our IGeTS partnership on July 22.
- e. I met with the Head of Finance on July 27.
- f. I attended the Finance Committee meeting on July 28.
- g. I attended the Jefferson County Library Board meeting in Waterloo on July 29. I have attached a copy of the meeting packet as it includes the 2025 Annual Report of Jefferson County Library Service.
- h. I attended the City Capital Improvement Plan meeting on August 4.
- i. I attended the APL meeting on August 14.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training on passwords.
- b. I attended the SEWI Libraries Directors Retreat at the Franklin Public Library on August 7. The presentations covered Strategic Planning (WiLS), Reasonable Accommodations for Staff with Disabilities (DVR), and Designing Structured Interviews (CVMIC).
- c. I attended the webinar How to Backup Your Coworker During Conflict on August 13.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. I received updated donor information from the Whitewater Community Foundation and First Citizens State Bank.
- b. Jennifer Motszko submitted the annual Library Capital Donations report to the Finance Committee.