

DIRECTOR'S REPORT

September 18, 2023

I. ADMINISTRATION

- a. Six work orders were submitted in August.
 - i. Patron laptop was not loading the Chrome browser.
 - ii. I requested a generic library@whitewater-wi.gov email that can be accessed by multiple staff members for setting up accounts and using on the website.
 - iii. The handicapped stall in the women's restroom needed an emergency cleanup.
 - iv. A broken link was found on the website. The link was provided by our website host so it was referred to them.
 - v. Two work orders addressed what to do with the old OPAC laptops and the decommissioned but still functional patron laptops. They were unlocked and cleaned up.
 - vi. We found a framed photograph of the library by Fran Achen that we asked to have hung near the magazines.

II. BUDGET

- a. I have completed the operating expenditures and statistical reports for the 2024-2025 budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. We are nearly done with tagging the books. Once the children's section is complete, staff will begin using the flatbed scanners to check items in and out.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. The city is working with Strand Associates on designing Forest Street for reconstruction next year. Strand is proposing to "square off" the intersection with Church Street. In doing so, there are three trees that would have to be removed. The existing curb is already on the library property, but the new curb would encroach slightly more at the radius, thus the need to remove the trees. Besides having better vision for drivers turning onto Church Street, the realigning does also help with the laying out of the pedestrian ramps.
- b. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, September 15 at Watertown Public Library. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. We have extended the deadline to order wall tiles to October 31.