

DIRECTOR'S REPORT

October 2025

I. ADMINISTRATION

- a. Work orders submitted in October.
 - i. I requested that the bushes against the building on Center Street be trimmed.
 - ii. We could not get our library's email account set up on a circulation computer.
 - iii. The Public Services staff were getting error messages when trying to print from the library's email account.
 - iv. Trash and recycling needed to be picked up.
 - v. We needed to have staff phones and computers moved and set up in the renovated part of the library.
 - vi. Deana was having issues sending email after the city switched us to Microsoft 365.
 - vii. I requested that our entrance door be programmed to automatically lock and unlock.
 - viii. I requested that the IT team place a pop-up screen on the public laptop computers requiring them to view our internet policy before logging in.
 - ix. I asked the IT Department to order four brackets for the LCD screens that will be installed in the Teen Space and the two small Study Rooms.
 - x. I reminded the IT Department that we needed to have two LCD screens ordered for the new Teen Space.
 - xi. I put in a request for my phone to have the capability of answering the main circulation desk line if no one else was able to answer it.

II. BUDGET

- a. A copy of the 2026-2027 budget is included in the board packet.
- b. Sarah and I met with the City Manager and two other City administrators concerning our need for an additional staff member. A study of the library will be conducted by a consultant in 2026 and our request for another staff member will hopefully be included in the 2027 budget if approved by the City Council.

III. PERSONNEL

- a. All staff have been busy working to get library materials put back on the shelves, organized, and ready to open on December 8. Staff have also been setting up their work areas and learning new procedures.

IV. LIBRARY COLLECTION

- a. We were able to find a place for all materials, including the CD collection. We weeded the paperback books as they were not checked out very often and all in very poor condition. We haven't been able to purchase any new titles in that format for several years.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Staff have been working through the list of 1,119 student applicants who registered for library cards at school registration. We have been mailing out batches of library cards on a weekly basis.
- b. Deana Rolfsmeyer met with Superintendent Karns to discuss the public library/school district partnership

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings. These meetings will be coming to an end in December.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in October.
- e. I had a meeting with Steven Chmielewski from UW Extension concerning a strategic plan process for the library on October 21.
- f. I attended a City Benefit/Open Enrollment meeting on October 27.
- g. I attended a meeting with a representative from Ingram Books through the Bridges Library System to learn more about their ordering process on November 3.
- h. I attended the Jefferson County Library Services Board Meeting on November 6.
- i. I attended the APL meeting on November 14.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the October Infosec cybersecurity training on social media.
- b. I attended the initial orientation class for the Leadership Action Series I am enrolled in through CIVMIC.
- c. I attended a Defensive Driving class through CIVMIC.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the Library Renovation and Expansion Project.

CAPITAL CAMPAIGN

- a. We continue to receive pledge payments which are entered into Bloomerang, the software program we use for tracking donations, and send any checks the library receives to the Whitewater Community Foundation.
- b. I ordered new appliances for the kitchen in the new meeting room.