

DIRECTOR'S REPORT

February 2026

I. ADMINISTRATION

- a. Work orders submitted in February.
 - i. Spam emails were reported to the IT Department.
 - ii. The shelves in the Kraege room needed to be adjusted.
 - iii. The public copier wasn't connected to our coin payment system.
 - iv. The faucet in the family room was continuously running.
 - v. The toilet in the family restroom was not working properly.
 - vi. We needed to have five pieces of artwork hung on the walls.
 - vii. Empty boxes needed to be removed from the Makerspace closet.
 - viii. We needed to have the loom brought up from the basement.

II. BUDGET

- a. The City Manager provided the library with an additional \$5000 to add educational items to the Children's Department. Deana Rolfsmeyer prepared a report for him.

III. PERSONNEL

- a. Jess Schmid has been promoted to the Library Associate position. Sydney Whitcher was hired to replace Jess as a Public Services Clerk.
- b. All staff have completed their 2025 Self Evaluation forms.

IV. LIBRARY COLLECTION

- a. The Explore Passes are now available for patrons to check out.
- b. Thanks to a grant from the Whitewater Community Foundation the library has added two sensory kits to the collection. One kit is for use within the building, and the second kit can be checked out with a valid library card.
- c. I have signed up for Library Express through our book vendor Ingram in the hopes we will receive our most popular titles before the street date.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We received a \$250 donation to increase our Spanish book collection.
- b. UW-Whitewater Art Education students hosted a Yarn Weaving class for kids at the library on February 10. They will come back in March and April to host additional classes.
- c. The library hosted the Whitewater Area League of Women Voters special public program, "The State of UWW, The State of the City of Whitewater, and The State of the Whitewater Unified School District," on Thursday, February 19.
- d. Hunter Swanson took part in the 4K Discovery Day on February 20 at Lincoln Elementary.
- e. The library is hosting two book discussions in collaboration with UW-Whitewater. The first book discussed on February 25 is Martha Blanding's memoir, *Groundbreaking Magic: A Black Woman's Journey through The Happiest Place on Earth*.

- f. I was interviewed by Taj Simmons from TMJ4 News on February 27 for a story about Read Across America Day.
- g. Hunter Swanson attended the Whitewater Leads meeting on March 4.
- h. The library is hosting the Nurturing Parenting program which meets every Wednesday from 5:00-7:00 p.m. through May 6. This program is offered in Spanish and is facilitated by Tree House Child and Family Center.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings as needed with the architect and construction company concerning the building and furnishings.

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

- a. I continue to attend construction meetings as needed 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 once in February.
- e. Sarah and I met with Jeremiah the city's Comptroller on February 16 to obtain data for the annual report. I met with him again on February 19. This was Jeremiah's first-time providing data for the library. As he was gathering the data for us, he created a spreadsheet to log library data year-round so it will be ready for the annual report at the end of the year.
- f. I attended the CIVMIC Annual meeting on February 17.
- g. I attended a meeting with the HR Department on how to best conduct performance reviews this year. Several changes have been made to the process in anticipation of performance reviews being tied to raises.
- h. We held interviews for the Library Associate position February 23-27.
- i. Consultant Ray Maurer and his assistant Kelly, met with Sarah and I on March 10 to provide an overview of the results from their operations analysis.
- j. I cannot attend the APL meeting this month as it falls on the same day as our Staff Inservice, March 13.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I continue to attend bimonthly classes for the Leadership Action Series I am enrolled in through CIVMIC.

IX. STRATEGIC PLAN

- a. We collaborated with several community groups in February.

CAPITAL CAMPAIGN

- a. Jennifer Motszko prepared an updated cash flow report for Rachelle Blitch, Head of Finance.