

DIRECTOR'S REPORT

June 2024

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. I asked that the laptop we had used for RFID tagging have VPN installed on it so I can use it off-site.
 - ii. I asked if the public copier could be configured so patrons could scan their own items to a flash drive. It cannot at this time.
 - iii. I asked for the library's tablet to be returned to the library for use with the new translator program.
 - iv. The family restroom needed to be cleaned.
 - v. Part of a large tree came down on top of a telephone utility box.
 - vi. The website for Studio GC was blocked by the city and deemed suspicious.
 - vii. A patron spilled her beverage on the sofa in the children's area.
 - viii. The HVAC system wasn't performing as well as it should so Dan Buckingham made some adjustments. He also discovered that air handler 2 which controls the Community Room needs a part replaced, however the part is no longer manufactured. Luckily this is the air handler that will be removed during construction.

II. BUDGET

- a. I received a preliminary amount our library will be paying to the Bridges Library System for 2025. Karol Kennedy will be discussing the 2025 budget in detail at the July 12th APL meeting.

III. PERSONNEL

- a. Staff has the opportunity to attend an in person Spanish class sponsored by the City of Whitewater beginning July 11th and running through August 16th. The classes meet every Friday for ninety minutes.
- b. Hope Curtis, our newest Customer Service Representative hire, will be doing her internship for library school with us this Fall.

IV. LIBRARY COLLECTION

- a. We have been weeding the audiobook and Playaway sections.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Thank you notes were sent out to the donors who sent in their pledge amounts for 2024.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I attended the bid opening with Studio GC on July 2nd.

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

- a. I met with the City Manager on June 13th and 26th. The topic of conversation for both meetings was funding for the library's building project.

- b. Staff had the opportunity to attend the City Staff Picnic on June 19th. It was a very nice picnic and everyone seemed to enjoy themselves.
- c. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, July 12th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have continued to attend weekly meetings pertaining to the new calendar software (Library Calendar) from Bridges that we will soon be utilizing.

IX. STRATEGIC PLAN

- X.** a. The city has prepared a PSA for the library concerning the expansion and renovation project. A few of the facts were incorrect so the media department will be making changes to the video before it is released.

XI. CAPITAL CAMPAIGN

- a. The City Manager requested a copy of the donation forms so he would have a better idea of when to expect our donations to arrive. I redacted all names and personal information before handing those over.
- b. The Whitewater Community Foundation informed me they received a \$40,000 donation for our capital campaign.