**DIRECTOR'S REPORT**
**October 2026**

## I. ADMINISTRATION

a. Work orders submitted in October.
   i. The butterfly house in the atrium needed to be removed.
   ii. The HVAC system in the existing building wasn't working properly and needed to be checked and adjusted.
   iii. The electricity to two workstations in the staff workroom was not working.
   iv. The public laptops were saving personal files. The software program used to wipe out such information after each use needed adjusting.
   v. We needed to have some software installed on the circulation computers.
   vi. A request was submitted to Media Services to have an image placed on the digital sign to promote programming.

## II. BUDGET

a. I attended the annual Finance Committee meeting on October 14 at which the committee reviewed the library's budget for 2027, prior to it being submitted for Council approval.

## III. PERSONNEL

a. Deana and I attended the WLA Conference, October 22-23.
b. I held monthly check-in meetings with the staff I directly supervise.
c. Staff who take insurance through the city attended informational Benefit/Open Enrollment sessions for the upcoming year.

## IV. LIBRARY COLLECTION

a. We have begun weeding the adult fiction section.

## V. PUBLIC AND COMMUNITY RELATIONS

a. I attended the Whitewater Community Foundation's Annual Meeting on November 12 and spoke about the library's partnership with the WCF.
b. A community member donated a hibiscus tree to the library. It's currently located in the northeast corner near the puzzle table.

## VI. LIBRARY BOARD RELATIONS

a. I met with Kelly, Tara, and Sarah on November 10 to review the agenda and prepare for the Library Board of Trustees meeting on November 16.

## 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 attended the Finance Committee meeting on October 14.
d. I met with the City Manager on October 26.
e. I attended the 2027 Benefits/Open Enrollment Meeting on October 28.
f. I attended the city Safety Meeting on November 4.

g. I attended the Jefferson County Library Service meeting on November 5.

**VIII. PROFESSIONAL DEVELOPMENT**

a. I completed the monthly Infosec cybersecurity training on Phishing.
b. I participated in the webinar Understand Your Library Through Data on October 21.
c. I attended the Wisconsin Library Association Conference on October 22 and 23. I have provided a recap of the sessions I attended on the page following this report. I'm also happy to discuss the conference further at our meeting.
d. I participated in the webinar I Didn't Ask for This AI on November 10.
e. I attended the APL meeting at New Berlin Public Library on November 13.

**IX. STRATEGIC PLAN**

a. We will be discussing the plan for updating our existing Strategic Plan in 2027 at the meeting on November 16.

**CAPITAL CAMPAIGN**

a. Annual pledge donations continue to arrive. Over the past two weeks, three donors have fulfilled their pledges ahead of schedule.