

**DIRECTOR'S REPORT  
SEPTEMBER 2024**

**I. ADMINISTRATION**

- a. Work orders submitted in September.
  - i. The check-in computer station needed to be relocated due to construction.
  - ii. A staff member needed the browser on her computer updated.
  - iii. A drawer on the adult CD case needed to be repaired.
  - iv. The IT department needed to set my phone up to be used as a hotspot.
  - v. I needed my laptop updated to have VPN access.
  - vi. We needed two tables delivered for the groundbreaking ceremony.

**II. BUDGET**

- a. I met with Rachelle Blich and Karen Dieter to update the library's budget for 2025. I will be attending the Finance Committee meeting on October 23<sup>rd</sup> to answer any questions they may have about the library's budget.

**III. PERSONNEL**

- a. Staff has been meeting on a weekly basis for in person training sessions. We have had Fire Extinguisher, CPR, and Dementia training. Last week two staff members from Bridges Library System came to speak about the various services they provide to member libraries and to explain how Overdrive/Libby works, including the ordering of digital materials by our system administrator. Staff has done a great job of completing all of the online trainings they were assigned during the past four weeks.

**IV. LIBRARY COLLECTION**

- a. Very few library materials have been ordered while the library has been closed.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The groundbreaking ceremony on October 2<sup>nd</sup> was a huge success. We had a wonderful turnout, the weather was great, the cake was delicious, and the photo opportunities were plentiful.
- b. Rachel Clift participated in Whitewater's Pride Rally on October 5<sup>th</sup>.

**VI. LIBRARY BOARD RELATIONS**

- a. Jaime Weigel has resigned from her position as library trustee. Her replacement, Camden Harlan, has been appointed by the city council and will begin her duties this month.

**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 bi-monthly Team meetings at city hall.

- c. I continue to attend weekly staff meetings with Rachel Clift and Deana Rolfsmeyer.
- d. I attended the Jefferson County Finance Committee's 2025 budget hearing about library services on September 18.
- e. I attended a mandatory meeting for all city staff concerning the new health insurance plan the city is implementing for 2025.
- f. I attended a furniture meeting with Studio GC and the building committee to discuss furniture for the new facility.
- g. I met with the City Manager on September 23<sup>rd</sup> to discuss the building project, staff work schedules during the library closure, and plans for the wood from the oak tree that was removed.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I have completed five of the twelve required live classes for the NEOGOV Emerging Leadership Certification Program. I have completed all of the leadership classes in the NEOGOV Leadership Enrichment Series.
- b. I have completed trainings assigned to staff during the library's closure.

**IX. STRATEGIC PLAN**

- a. Staff completed CPR and Fire Extinguisher training in September.
- b. Rachel Clift participated in Whitewater's Pride Rally on October 5<sup>th</sup>.

**X. CAPITAL CAMPAIGN**

- a. Rachelle Blich, the head of finance, and Jennifer Motszko met on October 15<sup>th</sup> to discuss the finances associated with the library's expansion and renovation project and how the bills are to be paid.