

DIRECTOR'S REPORT

June 2026

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. The children's play kitchen was missing some hardware.
 - ii. The keypad that we access to arm and disarm the building needed to be connected to the library's Wi-Fi so that automatic updates could take place.
 - iii. A phishing email was reported to the IT Department.
 - iv. A patron reported a virus on one of the public computers.
 - v. Sarah's laptop would not connect to the docking station at the information desk.
 - vi. We needed boxes moved to the basement.
 - vii. One of the OPAC computers was not working correctly.
 - viii. We requested to have the door closures in the Teen Room and the Friends Shop removed so the doors could stay open without needing a doorstop.
 - ix. A staff member was locked out of their computer.
 - x. The library front entrance doors randomly locked at 11:00 am on June 18.

II. BUDGET

- a. I attended the Finance Committee meeting on June 23 at which the library's budget was discussed.
- b. Sarah and I met with Jeremiah from the Finance Department to discuss the library's financial statements and prepare documents for the budget.

III. PERSONNEL

- a. Sarah and I were both nominated for Employee of the Year with the City of Whitewater. Neither one of us was elected.
- b. The teen volunteers Deana recruited this summer to assist with the Summer Reading Program are working out well. We currently have 14 volunteers who logged 38 collective hours in June.

IV. LIBRARY COLLECTION

- a. The self-checkout station has been installed.
- b. The library now has a Yoto for patrons to check out thanks to Noelle of Circle of Song Music Therapy.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We collaborated with the Whitewater Arts Alliance and Studio 84 at the 1st Brigade Band Concert to offer a community art project, "Whitewater's Faces of America". Participants created small self-portraits that will be added to a larger artwork that will be exhibited throughout Whitewater, including the library.

VI. LIBRARY BOARD RELATIONS

- a. Sarah and I met with Kelly on July 14 to review the agenda and prepare for the Library Board of Trustees meeting on July 19.
- b. Doug Anderson attended the Finance Committee meeting on June 23.

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 met with the City Manager twice in June.
- d. I attended the Agenda Training Session provided by the City of Whitewater on June 23.
- e. I attended the Finance Committee meeting on June 23.
- f. Library staff attended the indoor City Staff Picnic on June 24.
- g. I attended the City Safety Meeting on July 1.
- h. I attended the APL meeting in Fort Atkinson on July 10.
- i. I attended the Bridges Library System Board meeting on July 15.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I completed the KnowBe4 2026 Security Awareness Training provided by the City of Whitewater.
- c. I attended the webinar Understanding Library Authority under Chapter 43 - Wisconsin Statutes (Collaborating for Community Success Series) on July 16.

IX. STRATEGIC PLAN

- a. We continue to work on our 2026 Strategic Plan Activities.

CAPITAL CAMPAIGN

- a. Reminder letters will be going out to donors this month.