

**DIRECTOR'S REPORT
DECEMBER 2024**

I. ADMINISTRATION

- a. Work orders submitted in December.
 - i. The Director's laptop was not syncing to the internet.
 - ii. A computer mouse for one of the patron laptops stopped working.
 - iii. I needed to provide DNS information to the IT Department so they could imbed it into our new online calendar system.
 - iv. My computer was blocking the site Infosec that we use for online cyber security training.
 - v. Per Mar was having communication issues with our internet system.
 - vi. One of the patron laptops was having issues loading pages.
 - vii. I requested a key for the Cravath Lakefront Conference Room.
 - viii. A staff member needed assistance configuring some computer settings.

II. BUDGET

- a. I have included the 2024-2025 budget on the agenda for approval.

III. PERSONNEL

- a. Sarah French was accepted into the 2025 WLA Mentorship Program. Her mentor is Emily Whitmore, director of the Spring Green Library.
- b. Rachel and I have completed all of the staff performance evaluations and will now begin scheduling in person meetings with each staff member. HR has requested that we do all of the evaluations together, and has requested to attend at least one performance evaluation from each City department.
- c. Susan Willmann has been traveling to the various member libraries in Bridges to introduce them to the benefits of NCIP for interlibrary loan.

IV. LIBRARY COLLECTION

- a. We have created a puzzle table for patrons to sit and relax at, and work on a jigsaw puzzle.
- b. The Wonderbooks purchased by the Whitewater Leads group have all been cataloged and processed and are ready for patrons to check out.
- c. We will continue to offer Hoopla to our patrons for 2025.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Sarah held the first Community Helpers storytime on January 8th. This month the helper being highlighted was a teacher.
- b. Deana will begin storytimes at the Children's Center on the UWW campus in February.

- VI. LIBRARY BOARD RELATIONS**
- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.
 - b. I complete my self-evaluation and submitted it to Jennifer.
- 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, Deana Rolfsmeyer, and Sarah French.
 - d. I met with the City Manager to discuss the AWE Literacy Station that we have available in the Children's Department. He visited the Lake Geneva Public Library where they have three, and he would like us to get a second station once our building project is complete, using either leftover contingency funds, or another source of revenue from the City.
 - e. Rachel and I met with the head of HR to discuss staff evaluations.
 - f. I attended the APL meeting on January 10th.
- VIII. PROFESSIONAL DEVELOPMENT**
- a. I have completed the NEOGOV Emerging Leadership Certification Program and should be receiving my plaque soon.
 - b. I have registered for the 13th Annual Wild Wisconsin Winter Web Conference that will be held on January 22-23.
- IX. STRATEGIC PLAN**
- a. The letter we sent to the WUSD concerning the collaboration of public library cards for students was approved by Dr. Pate-Hefty, with a few changes made by the Director of Teaching and Learning. Deana has made some modifications to the opt-out letter for parents and will be finalizing the letter with the WUSD.
- X. CAPITAL CAMPAIGN**
- a. We continue to receive donations and currently have \$90,000 left in the building fund with the Whitewater Community Foundation. Those funds will soon be transferred to the City and invoices submitted directly to the Finance Department.