

DIRECTOR'S REPORT

September 2025

I. ADMINISTRATION

- a. Work orders submitted in September.
 - i. We were having voicemail issues with the new phone system.
 - ii. A staff member couldn't connect to Polaris.
 - iii. Polaris needed to be installed on Hunter's laptop.
 - iv. The paper towel holder in the staff bathroom needed to be updated to the new model that takes rolls of paper, not sheets.
 - v. Sara needed to be granted access to the Shared City G drive.
 - vi. Trash and recycling needed to be picked up.
 - vii. We requested that the portion of the city sidewalk that a patron tripped on be ground down for safety purposes.
 - viii. Hunter's desk phone needed to be assigned an extension number.
 - ix. Trash and recycling needed to be picked up.
 - x. The library needed to have their stock of paper towels replenished.
 - xi. The library needed to have their stock of toilet paper replenished.

II. BUDGET

- a. I will have attended the Finance Committee meeting on October 15 to discuss the Library's budget. I will be sharing the budget with the Board at the November meeting. I had not yet received an updated copy of the budget from the Finance Department at the time I created this packet.

III. PERSONNEL

- a. Sarah and I are in the process of updating job titles and descriptions. We will both be meeting with the staff we supervise to discuss the new job descriptions and their duties and schedules that will go into effect when the library reopens to the public.

IV. LIBRARY COLLECTION

- a. Baker & Taylor, the largest library wholesaler in the country, and the company we predominately used to order books from, has ceased operations. Many of the books we ordered from them during the past few months never arrived, so we are having to play catch up. We are currently using Ingram to order the bulk of the collection, but are supplementing with Amazon and Thrift Books. This has been a discussion among libraries, and Bridges is in the process of curating a list of vendors for libraries to purchase books from.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was interviewed by Ryan Spoehr of the Janesville Gazette and Daily Union on October 8th for an article about the Library's Expansion & Renovation Project and the anticipated completion date.

- b. We received \$400 from the Kiwanis Club to purchase books for the children's collection. The Kiwanis Club donates funds to the library on an annual basis.
- c. The League of Women Voters donated books for the children's collection about civility and voting rights. This is the second year in a row they have donated books to the library.
- d. Sarah participated in the Whitewater Pride rally that took place on Saturday, October 4. She provided book recommendations and handed out scratch-offs and library swag.
- e. Staff has been working through the list of 1,119 student applicants who registered for library cards through school registration. Staff are to check for duplication and confirm statistical codes. Applicants who already have an account will be sent a letter letting them know how to get a replacement card. Once these steps have been completed we will begin mailing out library cards.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

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 Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in September.
- e. I attended the APL meeting on September 12.
- f. I attended the Jefferson County Finance Committee's 2026 budget hearing about library service on September 17.
- g. I attended an online meeting with the Director of Bridges on October 2 that discussed the formulas used to determine county funding for Jefferson and Waukesha libraries.
- h. Sarah and I met with the City Attorney on October 3 to discuss our new Social Media Policy.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the September Infosec cybersecurity training on Phishing.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the Library Renovation and Expansion Project.

CAPITAL CAMPAIGN

- a. We continue to receive pledge payments, with several community members completing their total pledge amounts.