

DIRECTOR'S REPORT

July 2024

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. A broken table in the community room needed to be removed.
 - ii. Boxes of empty CD cases needed to be moved to the basement.
 - iii. A tent needed to be set up outside for a children's program.
 - iv. The family restroom needed to be cleaned.
 - v. The temperature in the library needed to be regulated.
 - vi. One of the public laptops needed some maintenance.
 - vii. One of the circulation computers was not connecting to the printer.
 - viii. Items needed to be moved to the basement for storage.
 - ix. The refrigerator in the community room kitchen needed to be relocated to a new city department.
 - x. The temperature in the library needed to be regulated.

II. BUDGET

- a. I have received the total amount of charges to Bridges Library System for 2025. I have also received the preliminary payroll and insurance amounts from city hall for 2025.

III. PERSONNEL

- a. Sarah French began her maternity leave on August 5th. She gave birth to her daughter Josephine on August 6th.

IV. LIBRARY COLLECTION

- a. The children's DVD section has been moved in preparation for construction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The League of Women Voters are donating seven books to the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I met virtually with Marisa Urbina, from Studio GC, on August 8th for an update on the building project.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I met with the City Manager on July 11th.
- b. I attended the Jefferson County Library Services meeting on July 24th.
- c. The HR department met with library staff on July 30th to review the new employee manual that was approved by the city council last month. One new addition is that city staff will receive New Year's Eve off. In the past the library has been opened until 5:00 p.m. on that day.
- d. I attended a Team Meeting at city hall on August 7th in which we reviewed the updated employee performance review process.
- e. I attended a Safety Meeting at city hall on August 7th.

- f. Rachelle Blich, the Head of Finance, met with new department heads to explain the process for predicting payroll increases for our staff for 2025 on August 8th.
- g. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, August 16th. I will report on it during the board meeting.
- h. I will be attending the City of Whitewater Community Stars Gala on the evening of August 16th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the Play Make Learn conference in Madison on July 18th and 19th.
- b. I am participating in the various courses through NEOGOV which were assigned to me in my acceptance letter for the director position.

IX. STRATEGIC PLAN

- a. We will be conducting a mid-year review at this month's meeting.

X. CAPITAL CAMPAIGN

- a. I am still awaiting a report from the Whitewater Community Foundation for donations received in 2024.
- b. I have been preparing reminder letters for those who have pledged money to the capital campaign.