

DIRECTOR'S REPORT

August 2026

I. ADMINISTRATION

- a. Work orders submitted in August.
 - i. We needed to have the Memory Café sign placed on library property a week before the event.
 - ii. Items needed to be moved out of the lobby before the Gala.
 - iii. The drain in the children's bathroom needed to be cleaned.

II. BUDGET

- a. I attended the Finance Committee meeting on August 25 at which the library's budget was discussed.
- b. I met with Rachelle and Jeremiah from the Finance Department to discuss the library's budget for 2027 and 2028.
- c. Sarah and I met with Jeremiah to discuss the library's budget.

III. PERSONNEL

- a. Sarah and I completed our six-month performance check-ins with staff at the end of August.
- b. All staff attended the Active Threat training held at the library with the Whitewater Police Department.
- c. Deana is raising Monarch butterflies in the atrium.

IV. LIBRARY COLLECTION

- a. We continue to add items to our Library of Things collection.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are hosting a UW-Whitewater practicum student, Madison Ohser, for the fall semester. She begins her practicum on September 21.
- b. The library is collaborating with UW-Whitewater to provide One-on-One Support and Training for people aged 50+ and people aged 18+ with disabilities.

VI. LIBRARY BOARD RELATIONS

- a. Trustees Tara McKenzie-Peotter and Steven Sahyun attended the Finance Committee meeting on August 25.
- b. I met with Kelly and Sarah on September 8 to review the agenda and prepare for the Library Board of Trustees meeting on September 21.

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 August.
- d. Sarah and I met with Jeannine Rowe from UW-Whitewater to finalize the details of our IGeTS partnership on August 18.
- e. I met with the Head of Finance on August 19.
- f. Council member Gavin Kelleher accepted my invitation for a tour of the library and met with Sarah and I on August 21 for an extended tour.

- g. Sarah and I met with Jeremiah on August 25.
- h. I attended the Finance Committee meeting on August 25.
- i. City staff attended Active Threat Training held at the library on August 27.
- j. I participated in a walkthrough of the library with Kevin Boehm, Head of Facilities, and Dan Buckingham on September 8.
- k. I attended the Jefferson County Finance Committee's 2027 budget hearing about library services on September 16.
- l. We had a mandatory staff meeting on September 18 to inform staff of the budget changes for 2027 and 2028.
- m. We participated in the Bridges Bigfoot Hunt program this summer which ran from June 1 – August 21. We had 184 people participate by visiting our library.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I attended the Active Threat Training with the Whitewater Police Department.
- c. I am registered for the annual Tech Days conference held in September.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. I received new donor information from the Whitewater Community Foundation this past week and have updated our database.
- b. The donor wall in the atrium has been completed.