

DIRECTOR'S REPORT

October 16, 2023

I. ADMINISTRATION

- a. Four work orders were submitted in September.
 - i. Patron laptop was not loading the Chrome browser again.
 - ii. I again requested a generic library@whitewater-wi.gov email that can be accessed by multiple staff members for setting up accounts and using on the website.
 - iii. Staff laptop was not connecting to the network.
 - iv. Surplus file cabinets were removed from the basement.

II. BUDGET

- a. The library's portion of the city's operating budget for 2024-2025 was presented to the Finance Committee on Tuesday, October 10.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I gave a tour to the local Book Buddies reading group (adults reading to and with children) on Monday, October 9.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, October 13 at New Berlin Public Library. I will report on it during the board meeting.
- b. I turned in my treasurer's materials and post office key to the Whitewater Leads group on Wednesday, October 11. Diane will begin attending meetings.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. The capital campaign will wrap up on October 31 before the common council votes on the 2024-2025 budget and the \$3 million borrowing for January 2024. It will be important for board members to attend the public hearing for the budget and speak in support of the project and the borrowing.