

## **DIRECTOR'S REPORT**

**December 2025**

### **I. ADMINISTRATION**

- a. Work orders submitted in December.
  - i. The VPN on the Director's laptop was not working.
  - ii. The OPAC computers needed updating.
  - iii. The extension cords in my office needed to be removed.
  - iv. The old library speakers needed to be disconnected as they were creating static.
  - v. The public copier needed to be set up and connected to the network.
  - vi. We needed to order more disposal bags.
  - vii. We asked the maintenance department to retrieve their ladder and the folding tables we no longer needed.
  - viii. The public copier connection to the coin payment machine wasn't working properly
  - ix. The public computers needed access for USB drives.
  - x. We needed two Type C charging cables for the OPAC computers.
  - xi. The software program Papercut used for patron printing was not working on two of the three circulation computers.
  - xii. One of the circulation phones needed to be reprogrammed.
  - xiii. A staff member was having issues with her laptop.
  - xiv. A receipt printer needed installed at the circulation desk.
  - xv. The OPAC computers were going into a deep sleep during the day, and patrons couldn't wake them up to use them.
  - xvi. The boxes of items for the Kraege room needed to be brought up from the basement.
  - xvii. Staff were having issues with their Outlook email accounts.
  - xviii. We needed to have the people counter installed in Makerspace.
  - xix. We asked the IT Department to order two monitors, two keyboards, and two docking stations for the Information Desk and Children's Desk.
  - xx. A faucet in the women's restroom was running continuously.

### **II. BUDGET**

- a. Nothing to report.

### **III. PERSONNEL**

- a. Staff seem to be getting more comfortable with the updated procedures and general flow of the new building. They have received many positive comments from the community.

### **IV. LIBRARY COLLECTION**

- a. The Switch gaming system for the Teen Room has been purchased along with many Switch games.

- b. Professional staff have been assessing the Wisconsin Collection of books and interfiling them with the current nonfiction collection where they will be more accessible to the community.
- c. We added some new hotspots to the collection as three of the four had been lost. We have made one of the hotspots a Lucky Day item to make it readily available for our local patrons.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. We received our annual reimbursement check from the Friends of the Library.
- b. A community member donated a framed Fran Achen print titled "Whitewater's Old Main". It's a great addition to our Achen collection.

**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings as needed 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 construction meetings as needed 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 December. He is prepared to allocate up to \$5,000 toward the children's area and would like us to focus on adding play-based and interactive elements.
- e. John Weidl, Sarah French, and I had our kickoff meeting with consultant Ray Maurer on January 8.
- f. A photographer from Studio GC was here on January 9 taking professional photos of the new building. We got a sneak peek of the photos this week and they are beautiful! Once they have been edited, we will receive a copy.
- g. I attended the City's Safety Committee meeting on January 14.
- h. I had my consultation with Ray Maurer from McMahon on January 15.
- i. I attended the APL meeting on January 16.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training on Safe Browsing.
- b. I continue to attend bimonthly classes for the Leadership Action Series I am enrolled in through CIVMIC.

**IX. STRATEGIC PLAN**

- a. We will be reviewing the progress made on our 2025 Strategic Plan Activities and reporting on them at the February Board Meeting. We will also have the 2026 Strategic Plan Activities ready to be discussed at that meeting.

**CAPITAL CAMPAIGN**

- a. I am waiting on a list of names from the Whitewater Community Foundation indicating who donated to the capital campaign in the last

few months of 2025. This information needs to be updated in our software program. One of our donors who made their pledge payments in 2024 and 2025 failed to indicate the funds were targeted for the library's capital campaign. The WCF is in the process of investigating this situation and transferring the funds to the library's account.

- b. Dan, our maintenance person, and I visited the barn where our wooden planks are being dried to count and measure each plank for The Wood Cycle who will be adding them to their kiln soon.