

## **DIRECTOR'S REPORT**

**May 2026**

### **I. ADMINISTRATION**

- a. Work orders submitted in May.
  - i. One of the public laptops was having issues.
  - ii. We needed IT to look at the alarm panel to be sure it was connected to the WiFi.
  - iii. A phishing email was reported.
  - iv. Two of the public laptops were giving the message that the dust filter needed cleaning.
  - v. Our new little free library needed to be installed.
  - vi. A request was put in to have our SRP advertised on the city's new electronic sign.

### **II. BUDGET**

- a. I met with Rachelle Blicht, Head of Finance, and John Weidl, City Manager to discuss the library's budget.
- b. Sarah and Kelly met with Rachelle Blicht, Head of Finance, to discuss the library's budget. I was unable to attend due to a family emergency. Rachelle will be giving a presentation at the June Board meeting.

### **III. PERSONNEL**

- a. Deana Rolfsmeyer visited the elementary schools to promote the Summer Reading Program.
- b. Technical Services Clerks, Susan Willmann and Cori Willkomm, helped the Girl Scout troop earn their Book Artist badge by demonstrating book mending and taking apart a book to see how it's made.
- c. Sarah and Hunter participated in the Whitewater Storytelling Festival on May 30.

### **IV. LIBRARY COLLECTION**

- a. New items have been added to the Library of Things collection: blood pressure monitor, soil tester, stud finder, and bocce yard game.
- b. New sensory toys were added to the wall in the baby garden in the children's area.
- c. We received a complete set of yearbooks from UW-Whitewater.
- d. We received a large donation of DVD's, all in excellent condition.
- e. We are working on hanging more art on the walls and assessing the inventory of the library's art collection. A few more pieces have recently been hung.
- f. The raised garden bed outside the library's entrance is now filled with labeled herbs. People are allowed to take a few springs home if needed.
- g. The children's garden is shaping up nicely. Our dedicated volunteers have been so helpful.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. On May 21st the second graders from Lincoln Elementary visited the library for a tour and to learn about the upcoming Summer Reading Program.

**VI. LIBRARY BOARD RELATIONS**

- a. Sarah and Kelly met with the Head of Finance on May 29.
- b. Kathy and I have been taking the necessary steps needed to get the library's name changed on the account at First Citizens.

**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 May.
- d. I had a meeting with Sara Marquardt, Head of HR, Deana, and Sarah on June 1.
- e. I attended the annual meeting of the White Memorial Library Association on June 2. The library received \$11,000 from the Lindbaum Fund and \$600 from the Book Fund. This is an increase from 2025.
- f. Deana and I were included in the photo with the Girl Scouts on June 4 when they debuted the Little Free Library they donated to the library.
- g. I attended the APL meeting in Mukwonago on June 12.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training.
- b. I attended the webinar Building and Leveraging Your Municipal Relationships on June 11.

**IX. STRATEGIC PLAN**

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

**CAPITAL CAMPAIGN**

- a. The funds from American Deposit Management have been transferred to the account with the city.
- b. One of our large donors made an annual pledge payment of \$20,000.