

DIRECTOR'S REPORT

November 2025

I. ADMINISTRATION

- a. Work orders submitted in November.
 - i. Trash and recycling needed to be picked up.
 - ii. The donor plaque from the former lobby needed to be mounted on the wall in the new library.
 - iii. We needed to have boxes of books brought up from the basement.
 - iv. I placed a request to have the shelves in our staff workroom painted.
 - v. A staff member's laptop was not connecting to her monitor correctly.
 - vi. We asked the IT Department to move phones and computers to their new locations.
 - vii. A staff member was having issues accessing her email.
 - viii. We needed to have a phone hooked up at the curbside desk.
 - ix. The drain outside the basement door needed to be cleared of leaves and debris.
 - x. We needed some shelving paint to fix some areas of peeling paint.
 - xi. The IT Department needed to hook up the staff copier and staff computers to the new data ports.
 - xii. Several bookcases and other furniture needed to be moved to the basement.
 - xiii. A request was made to have the outdoor perimeter lights reprogrammed to come on at 5:00 p.m.
 - xiv. The fire extinguishers needed to be mounted on the wall.
 - xv. We requested soap for all the dispensers in the new restrooms.
 - xvi. The TV's needed to be mounted in the Teen Room and the two new study rooms.
 - xvii. We needed a bulletin board mounted in the lobby for official notices.
 - xviii. We needed a bulletin board mounted in the staff breakroom.
 - xix. The signage for the bookshelves needed to be mounted.
 - xx. One of the computers at the circulation desk was not working.
 - xxi. We needed to have several pieces of furniture moved to another City department.

II. BUDGET

- a. The 2026-2027 budget was approved by the City Council on December 2.

III. PERSONNEL

- a. Sarah has been training staff in the new procedures we have developed.

IV. LIBRARY COLLECTION

- a. We have purchased new play equipment for the Children's Department and have ordered a Switch gaming system for the Teen Room.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I attended a meeting with Andrew Larson and members of the Whitewater Community Space and other local food pantries to discuss how to make it as easy as possible for donors, recipients, and distribution centers to identify and fulfil specific needs throughout the area.
- b. I attended the Whitewater Leads meeting on December 11.
- c. We received a \$500 grant from the Whitewater Community foundation.
- d. The Friends of the Library received \$909 from the Fort Credit Union.

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 November. He approved to have the City fund six new patron laptops for the library. They were purchased, formatted, and ready for patrons when we opened this week.
- e. Steven Chmielewski from UW Extension provided me with a contract for a future strategic plan. The amount he quoted me matched the amount I was quoted from WiLS.
- f. I attended a training session hosted by the City IT Department concerning using Microsoft Teams for future committee and board meetings.
- g. The management team was trained in how to use the Hearing Loop and the new AV system in the new meeting rooms.
- h. Sarah and I were trained in how to shut off the water to the sprinkler system should we ever need to.
- i. Sarah and I met with Miron and Cable Com to discuss the access control system for the front entrance and how to grant us access to our system so we can program the automatic locks as needed.
- j. The City Media Services took photos of the new library last week and were here Monday morning when we opened to the public to capture the reaction of our patrons.
- k. I will have attended the APL meeting on December 12.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the November Infosec cybersecurity training on Internet of Things.
- b. Classes for the Leadership Action Series I am enrolled in through CIVMIC began this month.

IX. STRATEGIC PLAN

- a. We continued to keep the public updated on the progress of the Library Renovation and Expansion Project during the month of November.

CAPITAL CAMPAIGN

- a. We continue to receive pledge payments which are entered into Bloomerang, the software program we use for tracking donations, and send any checks the library receives to the Whitewater Community Foundation.
- b. Reminder letters will go out next week for donors who are due to make an end of year payment towards their pledge.
- c. I have been in contact with The Wood Cycle of Wisconsin and am in the process of working out the logistics of having our oak wood retrieved and moved to their facility to be placed in the kiln in January of 2026.