

## **DIRECTOR'S REPORT**

**July 2025**

### **I. ADMINISTRATION**

- a. Work orders submitted in July.
  - i. The library's voicemail message needed to be changed.
  - ii. We requested that the Assistant Director's phone extension be able to receive calls that ring through the main library line.
  - iii. When we switched over to a new email notification system through Bridges Library System, emails sent to staff notifying them that their holds were ready were marked as having been sent, yet staff were not receiving the email notifications.
  - iv. The trash had not been picked up in over a week.
  - v. The handicap component of the entrance door to the library was not operating properly.
  - vi. A suspicious email sent to a staff member was forwarded to the Helpdesk to determine if it was spam.
  - vii. Outgoing emails (Board packets) to Board members were being rejected by Google.
  - viii. Our supply of hand soap for the restroom needed to be replenished.
  - ix. The volume on the Director's laptop stopped functioning.
  - x. The camera on the Director's laptop stopped functioning.

### **II. BUDGET**

- a. Sarah French and I met with the Head of Finance on July 21<sup>st</sup> to discuss the budget and how it looks for the rest of 2025. We have also received the 2026 wage file to begin this year's budget planning process for 2026-2027.

### **III. PERSONNEL**

- a. We had 46 applicants for the Programming & Makerspace Librarian position. We interviewed five candidates and offered the position to Hunter Swanson. Hunter will begin his position on September 2. Hunter currently works as the Youth Services Librarian at the Town Hall Library in North Lake, which is also a member of the Bridges Library System.
- b. Sarah and I have begun meeting with staff to conduct their six-month performance evaluation check-ins. These are due September 1st.

### **IV. LIBRARY COLLECTION**

- a. Although the library building is closed, we still continue to order new library materials. Each week when the new items arrive we have been photographing them and posting them on Facebook. We also still continue to post them on our Café catalog page.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. I was interviewed by Andrea Morrow with WCLO News on July 24th about the renaming of the library.

- b. Sara French was interviewed extensively by the Daily Union concerning the renaming of the library.
- c. A press release was submitted to all local news outlets announcing the renaming of the library.
- d. We received an anonymous donation that will offset any costs we may incur with rebranding the library.
- e. This summer the library partnered with the WUSD summer school teachers to lend them the Thinking Money for Kids games (that we received through an ALA grant), which they used for financial literacy summer school classes. They taught four financial literacy classes with a total of 48 kids.
- f. Deana Rolfsmeyer tabled at the WUSD Whippet Welcome on August 5th.

**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings 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 weekly construction meetings 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 and Deana Rolfsmeyer.
- d. I met with the City Manager once in July.
- e. I attended the virtual meeting with Avigilon, the subcontractor responsible for locks and keys for the new building, on July 1st.
- f. I attended the Sprinkler and Protection Compliance Meeting on July 28<sup>th</sup> via phone.
- g. I attended the Jefferson County Library Service Board Meeting on July 29<sup>th</sup>. I have attached the packet to my report as it contains the 2024 Annual Report. I have also attached the payment schedule for 2026.
- h. I sent a letter and an email to Midwest Tapes on August 13th informing them that we would be ending our Hoopla contract with them on October 13th. All of the libraries in the Bridges Library System sent a similar letter, based on the date of their contract.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I continue to attend Spanish classes at City Hall. The last class will be August 15<sup>th</sup>.
- b. I completed the July Infosec cybersecurity training on Smishing. These trainings are assigned to us by the Wisconsin Library System Cybersecurity Collective.

**IX. STRATEGIC PLAN**

- a. We continue to keep the public updated on the progress of the renovation.

**CAPITAL CAMPAIGN**

- b. We received three additional donations of \$250 each for wall tiles.